

First Christian Reformed Church of Red Deer

16 McVicar Street Red Deer, Alberta T4N 0M1
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403-346-5659



GENERAL REGULATIONS FOR FACILITIES USE

1. All activities are to be scheduled by the church office. If your activity does not occur during Church office hours, you will be required to pay for a building facilitator at the rate indicated for the duration of your function.
2. The church facilities shall be used only on the dates specified and for the purposes indicated on the application
3. The applicant assumes full responsibility for the supervision of any activities and proper conduct of those attending. The applicant agrees to pay for any damage/loss arising out of his/her use of the facilities.
4. The applicant shall ensure that:
 - a. Law and order is maintained
 - b. Vehicles be parked in designated parking areas only
 - c. Smoking is prohibited inside of the church facilities
 - d. Confetti, flower petals are prohibited in building and on grounds. Decorations shall not be taped to or pinned to the walls
 - e. No changes or alterations to be made to the facilities (ex. nails in walls or furniture.) Repair to walls due to nails, tape or pins will be assessed at \$50.00 per damaged area plus \$40.00 per hour for labour & material.
 - f. Helium balloons will not be brought into the church facilities
5. The applicant/renter shall be responsible for setting up and taking down of chairs and tables, platforms, or other equipment that they use during their function. Take down must be directly after the function unless prior arrangements are made.
6. The renter/applicant agrees to remove ALL personal property from the Church immediately after the event.
7. Final cleanup is the responsibility of the renter/applicant. Cleanup checklist is attached.
8. The renter/applicant agrees to report to First Christian Reformed Church any problems or damages relating to the event.

9. Facilities must be vacated by 11:00pm unless other arrangements have been made in advance.
10. No open flame candles are permitted. Candles must be enclosed in glass, with sand or water. This is in accordance with Fire Regulations.
11. Use of alcohol in the Social Hall is strictly limited to wine for toasts or consumption with a meal. The applicant is responsible to secure and post the required liquor permit for the duration of their event.
12. The applicant agrees to indemnify and save harmless the First Christian Reformed Church from all losses, claims, demands, costs, damages, suits of whatever nature which may arise as result of the use by the applicant, its servants or agents of the church facilities..
13. First Christian Reformed Church shall not accept any responsibility for loss, theft, or damage to personal property or equipment of the applicant, or persons attending the functions, nor for injury to any such persons.
14. The renter/applicant agrees to be fully responsible for his/her/their own insurance policy(s), and that the insurance policies of First Christian Reformed Church will not cover any part or participant of the rental.
15. First Christian Reformed Church reserves the right to close any function for failure of the applicant to observe any of the regulations that are part of this rental agreement.
16. First Christian Reformed Church reserves the right to refuse any rental agreement application.
17. First Christian Reformed Church will make every reasonable effort to schedule other church activities, so they will not conflict with the rental dates. Should schedule changes become necessary, they shall only be made by mutual consent.
18. Payment of fees is required to confirm any booking. Payment will be refunded if a booking is cancelled more than 7 days before the rental date.

Clean up Checklist: Kitchen and Hall

Thank you for respecting our custodian by cleaning up after yourselves.

Kitchen

- ✓ Clean and put away all dishes and items used
- ✓ Clean sinks and wipe down counter tops
- ✓ Wipe any spills in cooler
- ✓ Sweep floor
- ✓ Spot clean spills on floor
- ✓ Take out garbage (garbage bin located on north side of building by road)

Social Hall

- ✓ Wipe and clean all tables
- ✓ Sweep floors (dust mops in storage room)
- ✓ Spot mop any spills (mop available in janitor room)
- ✓ Put chairs and tables back in location found. There should be 11 tables with 7 chairs set up in the social hall for church use
- ✓ Take out garbage
- ✓ Pick up all garbage left outside, including cigarette butts

Washrooms

- ✓ Wipe Counters
- ✓ Check stalls for general cleanliness