

## College Park Covenant Church Rental Agreement

College Park Covenant Church (CPCC) is a non-profit corporation with charitable status granted under Canadian law. CPCC's purpose is following Jesus, caring for each other and transforming lives. The prime use of the facilities of CPCC shall be for the ministries, programs and activities of CPCC and will allow use of its facility for reasons that fall under its purpose.

This agreement to rent facilities of CPCC

is entered into on \_\_\_\_\_ between CPCC

and \_\_\_\_\_.

This agreement allows use of the following facilities:

\_\_\_\_sanctuary \_\_\_\_basement hall & kitchen

These spaces will be used for the sole purpose of:

\_\_\_\_\_.

### **Dates**

Use of the rented space shall commence at \_\_\_\_\_ on \_\_\_\_\_ and end at

\_\_\_\_\_ on \_\_\_\_\_. An individual from CPCC will be on hand to unlock or lock the building at these two times and the renters agree to have a representative present at both these times. The renters also understand and agree that for security reasons, they will not leave the building completely vacated at any point during the duration of the rental.

### **Payment Conditions**

A deposit equal to 50% of the building rental cost and sound technician fees must be paid when this contract is signed for the rental to be considered reserved. Full payment of the remaining balance, plus a \$200 refundable damage deposit, is required on the last business day before the rental is to take place. The damage deposit will be returned only if there is no damage to the facility and the facility is left in the same condition upon arrival.

### **General Conditions of Use**

- Renters shall not admit a larger number of persons than can safely and freely move about, nor shall they exceed the maximum capacity of the space they are using in accordance with the capacity laws of the city and province. Passageways and fire exits must be kept clear at all times.
- Renters will not allow alcoholic beverages of any kind to be sold or consumed on CPCC property, and will not allow the use of any tobacco products in the building.
- The use of confetti, rice or real flower petals is not allowed on CPCC property.
- No food or drink allowed in sanctuary.
- No thumbtacks or nails in the walls (fun tack/sticky tack recommended).
- Renters are welcome to utilize the furnishings of the specific areas they have rented with the understanding that all items will be returned to their original positions.
- Renters shall conduct themselves appropriately according to the values of CPCC, which is a Christian-based ministry.
- Renters will notify CPCC of any damage to the facility or property prior to leaving the premises at the conclusion of the rental.
- Regardless of what area of the building they are in, children must remain under adult supervision at all times. Adults are responsible for the care and control of their children.
- Any use over and above original agreement will be billed at usual rates plus an additional 10% fee.
- Rental confirmation is pending staff availability and committee approval.

**Cancellation Policy**

Any renter who gives a cancellation notice that is received by the CPCC general office at least 5 business days prior to a scheduled event will have half of their original deposit returned. The other half is non-refundable. Any cancellations received after the 5 day mark will lose their entire original deposit. Any rental money paid to CPCC that extended beyond the minimum deposit (which is 50% of the total rental cost) will be returned in full regardless of when the cancellation notice was received.

**Clean Up and Damage**

The renters agree to leave the facility, equipment, and general premises in a condition that is as clean and orderly as it was when they arrived. They also agree that all equipment and furnishings will be returned to their original positions. Failure to do so will result in an extra clean up fee being charged to the renters, based on the current market rate for custodial services(the \$200 damage deposit would be put towards this total).It is expected that all participants in the event will not deface or damage the building, equipment, or premises in any way, nor will they allow others to do the same. The renter is responsible to pay CPCC any costs necessary to restore the buildings, equipment, and general premises to their original condition should anyone associated with the renting individual or organization cause damage by deliberate act, default, or negligence. Renters will notify CPCC of any damage before leaving the premises at the conclusion of the rental period.

**Indemnification**

Renter agrees to indemnify, defend, and save CPCC harmless against any and all claims for personal injury, death, or property damage resulting directly or indirectly from any act, incident, or accident as a result of the acts, errors, or omissions of the renters or its agents, guests, invitees, or employees arising in connection with the operations, use, or occupancy of the premises by renters.

**Previous Agreements – Modifications – Nullity**

Except for any prior mutual written understanding, this agreement supersedes any other preceding agreement between the renting individual or organization, and CPCC.

No addition or modification to this agreement shall be valid unless it is made in writing, signed by the renting individual or organization representative, and included as an addendum to this agreement.

I, the Renter, have read and understand this contract in its entirety, including the general terms of use and liability issues associated with renting from CPCC. I accept and agree to all conditions and terms of this agreement, and understand that failure to comply with all expectations will result in the termination of the rental agreement and event, and the suspension of my individual and/or group privilege to rent space at CPCC.

Renter

College Park Covenant Church  
909 Acadia Drive  
Saskatoon, SK S7H 5N4  
(306) 374-1713

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Office Administrator