Mayfair United Church

Saskatoon, SK

**Rental Policy**

**Updated March 2023**

Mayfair United Church rents space during the week and on weekends when church services are not in progress. The spaces we have are comfortable and convenient with ample parking.

**Rental Policies:**

1. The facilities in our building may be rented out to community out-reach groups, social non-profit organizations, commercial or private users.
2. Rentals shall not conflict with any other Church Function or use of the facilities.
3. Renters shall be responsible to pay for any broken or damaged property or for extra maintenance fees which are incurred during use of the facilities.
4. Alcohol, drugs and smoking are not permitted in the church at any time.
5. Gaming and lotteries are not permitted in the church at any time.
6. Smudging and pipe ceremonies are welcomed in the hall. We ask that the fan in the kitchen be turned on.
7. A **Rental Agreement must be filled out and returned** to the Church after booking with the church office, to confirm your rental. All rentals will be considered **tentative** until receipt of this rental agreement has been completed, signed and returned and the rental fees have been received.. The key will only be given out once full payment is received.
8. Deposits - the Church accepts cash, cheque or e-transfer
	1. **Cleaning/Damage Deposit** – Renters are required to pay a refundable **$200 cleaning/damage deposit** prior to the rental date. Renters are responsible for the supervision and actions of the individuals involved in the group’s event. Damages incurred to the church, equipment or contents are the responsibility of the renter. Damage, repair or replacement will be conducted by the renter in a timely and appropriate fashion in consultation with the church caretaker and Facilities Committee. The damage deposit will be returned upon the conclusion of the rental in a clean condition with a satisfactory repair of any damages. Failure to repair any damages or adequately clean will result in forfeiture of the deposit.
	2. Any renter requiring a key to the building will be asked to **pay a $50 key deposit**,. The deposit will be refunded upon the return of the key. The key can be picked up Tuesday to Friday 9:30 am to 3 pm. In the event that the key is not picked up prior to the event and entry is required to the Church a $50 non refundable fee will be charged to have someone provide a key or open the Church for you. **Please contact Owen Wright at 306-653-4117 or Molly Jordan at 306-249-2091.** The ministers are not authorized to give out keys or provide entry. There is a black box besidethe fridges to leave the key in when your rental is finished. **Copying the key is prohibited.**
9. It is expected that you will use **only** the rooms you have rented. If you wish to add additional space or time please prearrange with the Church Office Administrator. ie: If you have rented the Lounge, that is all you have rented, you will not be allowed to use a classroom as well. **Regardless** if it is in use or not.
10. We require that **fees be paid in full** on signing the Rental Agreement.
11. Rental agreements are administered by the Church Office Administrator (Jean-Anne Booker) who is the main contact person at Mayfair United Church. The Church Office Administrator will perform the following duties in connection with rentals:
	1. Confirm the availability of the space(s) on the date(s) required.
	2. Provide a copy of these rental policies to the applicant.
	3. Determine and collect all fees.
	4. Notify other affected Church Staff Members of the rental.
12. **The last person to leave the building is to ensure that:**
	1. the stove, fans, dishwasher, taps etc are turned off
	2. All lights are turned off;
	3. All bathrooms have been checked and lights turned off;
	4. All windows are closed and locked; and
	5. All doors are closed and locked.
13. **You must supply your own laptop if you are going to use the projector, and a volunteer to run it. The Wi-fi password is: Password100**
14. The security system is automatically armed at **11:30 pm each night**. The alarm is only on the Sanctuary side of the church. If you trigger the alarm after that time, **you will be held responsible for any costs incurred to having it shut off and reset.**

The glass doors in the sanctuary must not be used. They are always to remain open.

* I take responsibility for the actions of my group/organization while we rent Mayfair United Church facilities. I am financially responsible for any and all damages to Mayfair United Church facilities and equipment.
* I will not hold Mayfair United Church responsible for any accidents or injuries which may occur in the course of occupying the premises.
* I have read and accept these terms of use.
* I understand that should I leave the organization in which I have entered into this agreement on behalf of, I will return the key to the Church Office Administrator and a new agreement will need to be signed by the person assuming my position.
* I will be responsible for seeing that any directives concerning conditions of building use are adhered to. I understand that any loss of these keys will be reported immediately, as well as in writing, to the Church Office (306-382-6446 )
* I also understand that any costs for replacement of lost keys or charges for locksmith services are my responsibility and will be at my cost.
* I further understand that if myself or anyone from my organization violates or fails to comply with any of the above terms that my rental may be cancelled and/or an additional fee may be charged depending on the severity of the breach.
* **NOTE: Mayfair United Church is NOT responsible for any damages to or losses of property belonging to the rental person or group.**

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Renter’s Name

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Renter’s Signature Date

Mayfair United Church embraces the following Mission Statement and as such, requires all persons or groups using this facility to agree and abide by these same principles:

“We, the people of Mayfair United Church, commit to being a church of radical hospitality. We affirm all people of every sexual orientation, gender identity, age, family configuration, social or economic circumstance, intellectual or physical ability, ethnic identity, or racialization. Together we aspire to remove barriers to participation in the life and work of our community. Mayfair United Church promises to enable people to be who they are in a space where all are respected. “

As part of our commitment to working and living together toward justice for all of God’s people, we will not promote, advertise or distribute any materials or event information for groups that are in conflict with the above statement. In signing below, you agree to the following: I/we the users of Mayfair United Church, acknowledge this Mission Statement and agree that while using this facility, I/we will abide by these principles. I/we affirm that while on church property, our behaviour will in no way be in conflict with this statement. I/we are aware that should I/we be found to be engaging in practices or behaviours that are in conflict with this statement, I/we will be required to meet with Mayfair United Church representatives and our agreement may be terminated.

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_

USER GROUP NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WITNESSED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(MAYFAIR UNITED CHURCH REPRESENTATIVE)

**­­­­­­­­­­­­­­­Facilities Rental Agreement with Mayfair United Church**

Contact Person: Phone number:

Address:

Email:

Name of Organization:

Type of Organization: (circle one)

Community Outreach Social Non-profit Commercial Church Member Private

For the purpose of:

Facility to be rented:

Extras: (sound system i.e. microphone)

Rental Fee: $

Date of Rental:

Start time and end time of Rental:

Damage/excessive cleaning deposit:

Key Deposit : $ has key# Key Returned:

(date and initials)

Key person (please print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_The key needs to be picked up at least 1 week before the event or when full payment is received. Office hours are Tuesday – Friday 9:30 am – 3:00 pm

Key person signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key Returned: Key to be returned in black box in kitchen

(date and initials)

Mayfair United Church Office Administrator Signature:

Contact Person Name (please print):

Contact Person Signature:

Date Signed: