



## The Guelph Unitarian Congregation of Guelph Rental Application

If you wish to rent space in our building, please do the following:

1. Read the "Facilities Rental Regulations and Rates" to ensure you understand what is required and initial each page.
2. Complete the Rental Application Form
3. Attach a copy of your Certificate of Insurance with your application
4. Scan Rental Regulations (all pages), Rental Application Form and Certificate of Insurance and send to [admin@guelph-unitarians.com](mailto:admin@guelph-unitarians.com) (Preferred)

Or mail or drop off these documents:

The Unitarian Congregation of Guelph, Attention: Rentals.  
122 Harris Street  
Guelph, ON N1E 5T1

If you wish to look at our facilities please send a "Rental Request" email to [admin@guelph-unitarians.com](mailto:admin@guelph-unitarians.com) to arrange an appointment.

### **Rental Rates**

Waved or reduced for Charitable Organizations with a Canada Revenue Agency (CRA) charity number only, otherwise market rates apply.

## UCG Building Regulations and Rates

Persons renting the facilities of Unitarian Congregation of Guelph (UCG) agree to the following:

1. **Liability:** *the renter takes on full and sole responsibility for their event. This includes accepting all liability associated with holding the event and compliance with all legislation, regulations and by-laws from all three levels of government including Emergency legislation.*
  - a. The Renter shall indemnify and hold harmless the UCG and any of its officers, employees, servants, agents and contractors from any and all loss, liability, claims of expense arising out of the use and / or occupation of the property belonging to The Unitarian Congregations of Guelph (UCG) and any of its officers, employees, agents, contractors volunteers, except to the extent that such loss arises from the independent negligence of UCG. UCG shall not be responsible for any material brought to or left on the premises by Renter, its officers, employees, servants, agents, contractors, volunteers or members. The Renter hereby agrees to waive all rights or subrogation or recourse against UCG with respect to the use or occupation by the Renter of the premises described in this Agreement.
  - b. UCG assumes no liability for any injuries incurred during the use of these facilities. The renter is responsible to furnish UCG with a Certificate of Liability Insurance confirming coverage for their operation on UCG premises and naming UCG as an addition insured for any legal liability arising out from their negligence with a minimum coverage limit of \$2,000,000 with coverage for alcohol if it is being served/offered. A copy of the insurance is to be provided with the completed rental application.
  - c. UCG is not responsible for any personal possessions belonging to renters or those attending events sponsored by them. Do not leave valuables such as purses, wallets, clothing, books, etc. unattended.
2. **Damage - The building – inside & out – shall remain as found by the Renter.**
  - a. Groups using the building shall be expected to assume responsibility for reasonable care of the property. Renter shall be responsible for all damages caused during activity.
  - b. Renters may be assessed a fee to repair any marks, nicks, scratches, or damage of any kind inflicted during use of the building.
  - c. Repair or replacement related to damage to the building, equipment or any damage to furniture or fixtures shall be paid for by the renter, billing shall include parts and materials needed for the repair and a labour charge of \$50.00 per hour with a two-hour minimum.
  - d. Any subsequent clean up required by the custodian shall be assessed to the renter at the rate of \$40.00/hr., with a minimum charge of two hours.
  - e. Lack of cooperation in the areas in this section may result in cancellation of Agreement.
3. In the case of **ongoing use**, such as weekly or monthly rental of facilities, UCG reserves the right to preempt use of the facilities. In such cases at least two weeks' advance notice shall be sent to the contact person for the group, with the exception of a congregational or building emergency.
4. The Renter must notify the UCG Office of any **cancellation** 24 hours in advance.
5. The renter may only use those facilities (other than washrooms), which are identified in this Agreement. Only equipment specified in the agreement may be used.

\_\_\_\_\_ Initials of Renter Agreement Signatory

6. **Children** may be present only in the direct care of responsible adults. They must never be left unattended on the premises at any time.
7. **Hours of Use:** The specified times asked for, and agreed upon, shall be strictly adhered to at all times. All arrangements are for the current year only and must be renewed annually. Music must stop by 10:00pm.
8. **Smoking anywhere indoors is prohibited at all times.** Smoking is only allowed outside the building beyond 3 meters (9 feet) of any door. It is the responsibility of the renter to clean up any smoking materials dropped on the grounds. Failure to do so may result in cleaning surcharge.
9. **No animals are allowed in the building** unless the animal is a registered as service animal. Exemptions maybe granted by the Board and shall be assessed on a case-by-case basis.
10. There shall be **no gambling** of any form on, or within UCG premises.
11. The use of **alcoholic beverages** on the premises is prohibited without prior approval in writing and an accompanying alcohol license for the event. All evidence of service and consumption of liquor shall be immediately removed as of the expiry of the license. No drinking is permitted outside of the building. The renter must take all unused liquor, wine, or beer and empty returnable mix bottles before leaving the premises of UCG. If said liquor, wine, beer or empty returnable mix bottles are not removed it shall become the property of UCG and the renter shall lose their booking deposit.
12. **No food or beverages** are permitted in any lobby, hallways, or the Sanctuary – food or beverages may only be consumed in the Sunshine Room.
13. Posted traffic and parking directions and signs must be strictly observed. **The fire lanes adjacent to the church must be kept clear at all times.**
14. **Decorating Policy:** Nothing may be attached to the wall, chairs, ceiling, windows, or floors that might cause damage. All decorations and personal property must be removed. No tape, tacks, pins, staples. Confetti, sparkles, glitter, or rice are allowed.
15. **Fire Hazards** including freestanding candles, devices that might overload electrical circuits, are prohibited.
16. **UCG musical instruments**, including, but not limited to the piano in the sanctuary may not be used for any purpose by anyone other than the Music Director without express written permission. Do not place anything on top of the instruments, including candles, dishes, plants, decorations, furniture, etc.
17. **At the conclusion of each event**, upon leaving the building, the Renter must check the premises and ensure that the premises are left “as found”, and:
  - All lights, except those in the foyer and appliances are off.
  - All doors and windows are locked.
  - Garbage generated from use and trash containing food stuffs must be removed from the property. Note: coffee grounds are disposed in the green garbage bin, not the sink.
  - The room is returned to its condition before the event, including the arrangement of furniture
  - The floor is swept.
  - All eating and food preparation surfaces are washed clean.
  - All dishes or other kitchen items are washed, dried, and put away.
  - No food items are left on the premises.



## Rental Application Form

Date: \_\_\_\_\_

1. Name of group or meeting \_\_\_\_\_

2. **Principal** contact Information:

Name: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

3. **Secondary** contact information:

Name: \_\_\_\_\_ Phone \_\_\_\_\_

Email: \_\_\_\_\_

4. Space(s) are you interested in renting

Sanctuary \_\_\_\_\_ Sunshine Room \_\_\_\_\_ Nursery \_\_\_\_\_

5. Date(s) that you need the space: \_\_\_\_\_

6. Hours you need access, from start to finish? Include set-up and clean-up.

Start: \_\_\_\_\_ Finish: \_\_\_\_\_

7. Is this a recurring rental? \_\_\_\_\_ Every \_\_\_\_\_ For how long? \_\_\_\_\_

8. Insurance: Agent: \_\_\_\_\_

Contact info: \_\_\_\_\_

Policy #: \_\_\_\_\_

Number of people you expect to attend your function \_\_\_\_\_

10. Are children be attending? Yes/No (circle one)

11. Are you bringing in food? \_\_\_\_\_ NOTE: (UCG does not provide any kitchen facilities.)

Damage Deposit: \$ 200 minimum depending on rental. (Check to be held, not cashed.)

Do you want the check to be destroyed  or returned  after your event?  
Please provide a stamped, addressed envelope if you choose to have checks returned.