

CENTRAL WESTSIDE UNITED CHURCH

310 10th Street West
Owen Sound, Ont. N4K 3R5
email: office@centralwestside.ca
Web site: www.centralwestside.ca

Tel: 519 376-8319

Fax: 519-376-2280



PROPERTY RENTAL AGREEMENT

Terms & Conditions of Rental:

Central Westside Church Facilities may be rented to community groups, non-profit organizations and commercial or private users.

Renters agree to be bound by the terms and conditions set out in the following pages. The church building is first and foremost a house of worship; behaviour and language are to be appropriate to the space. Food & drink except for unflavoured water are not permitted in the sanctuary, at any time, including rehearsals.

Central Westside Church is a scent-free building.

PROPERTY RENTAL AGREEMENT TERMS AND CONDITIONS

1. All persons, groups or organizations wishing to use the facilities of Central Westside Church (including Central Westside Church affiliates) must first make the necessary arrangements at the Church Office regarding date, time and space required.
2. Certain fees have been established for the use of the different areas within our facility, with special consideration being given to Non Profit Organizations and Central Westside Church affiliate organizations.
3. The person signing the application becomes the contact person for the rental and is responsible for the proper use of the space allotted. All allocated areas are to be left in a clean and tidy condition. coffee urns, tea pots, cutlery, dishes, cups and glasses are to be washed after use and returned to the proper storage area, garbage/recycling in the appropriate bins, chairs, tables and furniture to original configuration, turn out lights, ensuring doors are closed and the premises are properly locked before leaving. Any damage to the property is the responsibility of the contact person.
4. Persons are **NOT** to use any areas not agreed upon when original bookings are made.
5. During the months of November through March, **ALL** persons using the facility are requested to leave overshoes at the parking lot entrance doors and lower hall doors by the coat rack.
6. The following are **NOT** permitted in the building/on the steps: smoking, use of illegal drugs, consumption of alcohol, use of lighted candles, confetti/rice, glitter, straw/hay, sale of draw or lottery type tickets, propane or other bottled fuels, deep fat frying. Smoking within 15 metres of the building is not permitted. Cigarette butts must be disposed of in the receptacles provided & not thrown on the ground.
7. The maximum capacity for the Lower Hall has been determined by Owen Sound Fire & Emergency Services and may not be exceeded. This will be included in any rental contract. Posted Fire Exits must not be blocked.
8. The renter must show proof before rental agreement is signed of **2 million dollars** Liability Insurance. With the **Central Westside United Church** named as the additional insured.
9. All garbage must be deposited in the existing containers. If you have a full garbage bag, please take it with you and attach your own garbage tag. Recycled materials must be clean, no liquids and left in the correctly labelled blue bin in the kitchen. Cardboard is the responsibility of the renter.
10. The set up and breakdown of tables and chairs is the responsibility of the renter unless the appropriate fee is paid for this service. Chairs & tables must not be dragged across the floor.
11. The dishwashers in the kitchens can only be used with permission and demonstration of knowledge of its use.
12. No decorations or other material are to be placed on any walls or other surfaces without permission. At no time are nails, tacks, staples or scotch tape to be used.
13. Central Westside will not be held responsible for any articles, equipment, and instruments etc. owned by others that are left in our facility.

**PROPERTY RENTAL AGREEMENT
RENTAL FEES**

Room Fee Chart: (as at March 1/25)

Prices listed, are a per day and/or event. Please contact the Church Office at office@centralwestside.ca or 519-376-8319 for weekly and monthly pricing:

Lower Floor	Size	Sq Ft	Daily Rate	Notes
Lower Fellowship Hall	44 x 61	2684	\$150.00	
Lower Kitchen	13 x 38	494	\$150.00	
Lower Sitting Room	16 x 30	480		(included w/Lower Fellowship Hall)
Blue Room	20 x 20	400	\$25.00	
Green Room	21 x 14	294	\$25.00	
Main Floor	Size	Sq Ft	Daily Rate	Notes
Church Sanctuary	62 x 62	3844	\$350.00	
Friendship Room	26 x 33	858	\$150.00	
Upper Kitchen	11 x 16	176	\$75.00	
Church Parlour	17 x 27	459	\$150.00	
Choir Room	11 x 22	242		(included w/Sanctuary Rental)
Minister's Office	12 x 15	180	\$25.00	
Music Director's Office	12 x 14	168	\$25.00	
Upper Floor	Size	Sq Ft	Daily Rate	Notes
Upper Centre Classroom	21 x 31	651	\$150.00	
Nursery	14 x 23	276	\$150.00	
Storage Rm 1	12 x 8	96	\$25.00	
Storage Rm 2	12 x 17	204	\$25.00	
Storage Rm 3	12 x 15	180	\$25.00	
Sunday School Room	27 x 18	486	\$150.00	

Other Fees: (if deemed necessary by Central Westside United Church)		
	Fee	Notes
Music Director	\$150.00	
Custodian (hourly rate)	\$20.00	To remain on premises for entire event
Extra cleaning if required		\$50.00 flat fee
Set-up / tear down - min 1 hr	\$20.00	Service not included in rental fee – maximum rate will be quoted when application is approved
Sound Technician	\$50.00	
AV Tech	50.00	
Power Point Presenter	\$50.00	

Thank you for choosing Central Westside United Church for your event.

Our church is a charitable organization, and all our income is derived from church donations and fund-raising activities such as rentals. The fee that you pay helps ensure that this space is available to the congregation of Central Westside Church and to the community.

**CENTRAL WESTSIDE UNITED CHURCH
PROPERTY APPLICATION & ACCEPTANCE AGREEMENT**

IMPORTANT:

Please ensure you've read the Property Agreement Terms & Conditions. Complete this form as well as the following special function request form and return to the Church Office – Drop Box (*mail slot next to church office door*) at **310 10th St. W., Owen Sound, Ontario N4K 3R5** or email: office@centralwestside.ca. Your application will be forwarded to and considered by Church Council. You will receive a signed copy of this Application & Acceptance agreement by email if your request is approved.

Name of Applicant: _____ Name of Organization: _____

Address: _____

Phone Number(s): _____ Email Address: _____

Purpose of Event: _____

Room(s) Requested: _____

Date(s) Requested: _____

Time(s) Requested: _____

Set up / Take-down Required: YES NO

Certificate of Liability Insurance with Central Westside as Additional Insured: _____

Signed: (*Applicant to complete*)

Approved: (*Central Westside United Church*)

Signature of Applicant:

Property / Worship Team Chair

Date

Date

Fee: _____

FOR OFFICE USE ONLY:

Applicant Informed:

Building Super Informed:

Door Code Required: YES NO Key #: _____

Door Code Expired:

Comments: _____

**Central Westside United Church
Special Function Request Form**

Group Name: _____

Contact Person: _____

Telephone Number _____ **Email:** _____

Date(s) Required: _____ **Event Name:** _____

Time to begin setup: _____ **Event Start-Time:** _____ **Event End-Time:** _____

Room(s) Requested:			
Lower Floor		Main Floor	Upper Floor
Lower Fellowship Hall		Church Sanctuary	Upper Centre Classroom
Lower Kitchen		Friendship Room	Nursery
Lower Sitting Room		Upper Kitchen	Storage Rm 1
Blue Room		Church Parlour	Storage Rm 2
Green Room		Choir Room	Storage Rm 3
		Minister's Office	Sunday School Room
		Music Director's Office	
Additional Equipment Requested:			
Lectern(s)		Piano	Microphone(s)
Easel(s)		Music Stand	PA System
Buffet Table		Hymn Books	Background Music
Reception Table		Extension Cord(s)	Screens / Projectors
Round Table		Church Dishes/Dishwasher	Overhead Projector
Ticket Table			
Other: _____			
Room Set-up:			
Theatre Style		U-Shape Business Meeting	
Classroom Style		Square/Rectangle with chairs	
Boardroom Style		Other design preference please specify below:	
Funeral Tea			
Dinner/Meeting Function			

Number of people anticipated: _____ **Number of chairs required:** _____

Central Westside United Church has three (3) types of tables available for functions. The number of tables varies according to the type and is listed below.

8 ft tables
13 available

4 ft tables
48 available

2 ft tables
4 available

Applicant Signature: _____

Date: _____