

## **Full Gospel Tabernacle - Ben Elliott Fellowship Hall Policy for Personal Rental by Church Members**

1. The attached "Application For Rental", must be completed, signed and returned to church office along with damage deposit as set out in the fees and schedules section, before the date is considered confirmed. **All Payments** are to be paid no later than 5 days in advance of the event taking place. ***Failure to do so, will indicate a desire to cancel the booking.*** Cost for Rental shall be \$100.00 + Janitorial Fee (You may opt to provide your own janitorial services) Page | 1
2. All bookings are to be coordinated through the church office under the final consultation of the Senior Pastor to ensure booking does not interfere with any church ministry. Note: with respect to Scheduling: **The Ministries of Full Gospel Tabernacle, take priority over all personal/non-church use of church facilities. In order to avoid potential conflict, it will be general practice that the facilities not be released for private/public use on days when other ministries are scheduled.** In cases where preparation time for a particular ministry would not be interrupted by an outside group using church facilities, the Rental must conclude no later than 2 hours prior to the beginning of the church ministry scheduled for that day/evening. If it is uncertain that a conflict may occur, rental will be automatically denied and an alternate date suggested. *Full Gospel Tabernacle reserves the right to refuse a request for the use of its facilities or if deemed necessary by church administration, to cancel and/or reschedule an event already booked. Full Gospel Tabernacle, is released from any liability pertaining to costs or losses incurred as a result of any cancellation whether by the applicant or the church. This also applies to weather cancellations. In such case, previously scheduled ministry functions will supercede any booking that may want to be held over, regardless of the circumstances causing the cancellation.*
3. **Full Gospel Tabernacle is strictly a smoke and alcohol free property.** Smoking and/or consumption of alcoholic beverages are not permitted in the building or on the premises. This must be communicated to ALL INVITED guests. Violation of these rules would warrant immediate vacation of the building by all parties involved, including the hosts of the event and all damage deposits or rental fees would be non-refundable.
4. **Prohibited Activities:** The following types of events are prohibited in or on the premises: Lottery Nured Events, such as but not limited to Bingo, Dart Tournaments, etc. nor Public or Private Dances, etc; and in turn entertainment for weddings, anniversaries and parties must be consistent with the philosophy of Full Gospel Tabernacle and not include elements of the aforementioned prohibited activities.
5. **The renter is responsible for setting up and clearing away any tables and chairs. Normally, 1 hour before and after the event is given for setting up and cleaning away.** (Any exceptions must be clearly communicated and approved with Senior Pastor in advance). Where Janitorial Services have been waived in favor of "doing it yourself" - all floors must be swept & mopped, this includes floors in the kitchen, fellowship hall, two washrooms adjacent to the Fellowship Hall, Vaccum and sweep main Foyer & any entry ways used, as well as a complete cleaning of the washrooms. **It is the responsibility of the renter to set up chairs and tables prior to the event specified and to return all items to their original position and condition immediately after the event is over.**
6. **Any equipment that is used by this church, must not be used for personal use, unless proper permission and instructions have been given for its usage.** Rental of any room in the building, does not imply the use of any equipment that belongs to the various ministries of the church,

except where arrangements are made in writing on this form. Specifically, the use of the Ben Elliott Fellowship Hall only includes the use of the following: Entry by Main & Office Entrances, use of the two washrooms adjacent to the Fellowship Hall, the Fellowship Hall itself & Kitchen, including all tables and chairs in the Fellowship Hall. It does not imply the use of any other room on the main level, or any room in the basement area such as but not limited to: Heritage Room, Nursery, Sanctuary, Offices, Sound Room, Prayer Room, Resource Centre, Classrooms, Youth Room, Workshop, etc. or any equipment & furnishings located in these excluded areas.

7. **KITCHEN: Use of Kitchen shall be limited to warming and serving of food only.** Cooking, or the use of any utensils, mugs and cutlery is not included in this agreement. All food must be catered (pre-cooked). **Kettles, Urns, Stove, Refrigerator & Microwaves may be used.** Renter must provide their own condiments and serving supplies - this includes utensils, cutlery, mugs/glasses, etc. (Exceptions to these exclusions can be made but must be requested in advance)
8. **This Facility will generally not be rented for sports related use**, unless coordinated through an existing church ministry. (Exceptions to this rule will be very minimal)
9. Any **decorations attached to the wall must be done so with sticky tack or painters tape**, and must be removed immediately after. Any items left after an event, will be considered garbage and will be thrown out or placed in storage for church use.
10. **Waiver of Claim & Liability** - Full Gospel Tabernacle, the Pentecostal Assemblies of Newfoundland & Labrador or any of it's representatives/members is/are not responsible for any damages or losses incurred by the user/s, including any and all invited or uninvited guests. All persons using this facility for personal and private use, including any and all invited guests, do so at their own risk. All guests present at any gatherings are understood to be attending a private gathering and are the sole responsibility of the Host (Renter named on this application), and Full Gospel Tabernacle, and the PAONL is therefore released from any and all liability or liabilities that may arise from the use of this facility for personal use by the Renter/Host and his/her guests.

**PLEASE COMPLETE:**

Name of Renter/Applicant: \_\_\_\_\_

Mailing Address: P.O. Box: \_\_\_\_\_ Street: \_\_\_\_\_ Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Tel: \_\_\_\_\_

Describe Event: \_\_\_\_\_

Approximate Number in Attendance: \_\_\_\_\_ Date & Time Requested: \_\_\_\_\_

- If any decorating is desired prior to the day of the event state Date & Time Requested: \_\_\_\_\_

- Janitorial Services: I will ensure that janitorial services are carried out following my event: \_\_\_\_\_

**By signing below, you confirm the following statement: "I Have Read, Understand and Agree to the Guidelines & Expectations as noted in this agreement, and I agree to be bound to them as it pertains to this request."**

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

<b>Office Use Only</b>	Approved _____	Date Fee Recv'd: _____	Notes:
Date Received: _____	Denied _____	Amount: _____	