



Ebenezer Christian Reformed Church
139-B Talbot St. (Highway 3), Box 239, Jarvis ON NOA 1J0
(519) 587-4646 | www.jarviscrc.com | office@jarvisebenezer.ca



RENTAL GUIDELINES AND FEE SCHEDULE

Rental of Ebenezer CRC is allowed only if it does not affect previously scheduled ministry events. Bookings are on a first come, first serve basis. All inquiries for facility use should be referred to the office. A Rental Guideline and Fee Schedule, Application and Use of Facilities Agreement will be provided. The custodian, technical team, pastors and/or elders will be consulted, as necessary, to ensure the availability of the services and facilities needed. When approval is given and appropriate support services confirmed, the event will be booked on the calendar.

Under the Income Tax Act, members may not receive a personal economic benefit by the virtue of their membership. Both members & non-members are equally entitled to use the facilities and will be charged the same fees.

FEE FOR ROOM USE:	<i>(*custodial & A/V expenses included in these fees)</i>
Sanctuary:	\$ 200.00
Fellowship Hall:	\$ 100.00
Lounge:	\$ 75.00
Kitchen:	\$ 100.00
Conference Room:	\$ 100.00
Classroom:	\$ 45.00

INSURANCE:

All private functions shall provide a certificate of Public Liability Insurance Policy.
(See *Use of Facilities Agreement #17*)

DAMAGE DEPOSIT MAY BE REQUIRED

Important Notes:

Rental Fees are payable to Ebenezer Christian Reformed Church prior to the event.
Audio technicians are not responsible for operating lighting or projection systems.



Ebenezer Christian Reformed Church
 139-B Talbot St. (Highway 3), Box 239, Jarvis ON N0A 1J0
 (519) 587-4646 | www.jarviscrc.com | office@jarvisebenezer.ca



APPLICATION FOR CHURCH USE

Name: _____

Address: _____

Phone: _____ Email: _____

Today's Date: _____ Date to be Used: _____

Time of Event: _____ Rooms to be Used: _____
(Specify if Nursery is needed) Sanctuary

Arrival Time: _____ Fellowship Hall Lounge

Number of People: _____ Kitchen Kitchen

Person Responsible: _____ Conference Room _____

Key/Lock-Up Arrangements: _____ Systems to be Used: _____
 Audio (Mics/Speakers) Visual (Screen/Video)

Equipment Needed (tables, chairs, etc.): *(NOTE: Renters are responsible for own set-up & to return the room/s as they found it, as well as launder dish towels, dish cloths and table cloths used.)*

Purpose of Event / Anticipated Activities: _____

OFFICE USE ONLY:

Notes:

(Bookkeeper to disperse payments to appropriate individuals: Custodian, A/V Technicians, etc.)

FEE SCHEDULE & ROOM CHARGES:

Sanctuary (\$200)	\$
Fellowship Hall (\$100)	\$
Lounge (\$75)	\$
Kitchen (\$100)	\$
Conference Room (\$100)	\$
	\$

TOTAL CHARGES: \$

Date: _____

AMOUNT PAID: \$

Insurance Certificate Attached? Yes Not Applicable Other: _____

Applicant Copy Office Copy Custodian Copy Bookkeeper Copy



Ebenezer Christian Reformed Church
 139-B Talbot St. (Highway 3), Box 239, Jarvis ON NOA 1J0
 (519) 587-4646 | www.jarviscrc.com | office@jarvisebenezer.ca



USE OF FACILITIES AGREEMENT

Thank you for your inquiry regarding the use of Ebenezer Christian Reformed Church. These facilities were built with the intention of serving Ebenezer Christian Reformed Church congregation for the glory of God. Use of the facility will be limited to those whose activities are not in conflict with our Statement of Faith and our Missions and Vision Statement.

Each application will be considered within the framework of the above and what follows:

1. No Sunday rentals.
2. Ebenezer CRC is a Peanut Free Facility. Any nuts or nut products are not permitted.
3. All users refrain from smoking inside of the church structures.
4. Ebenezer ministry events will take precedent in the event of availability conflicts.
5. An application must be completed and approved before the event in question.
6. Building entry/exit arrangements will be made by the Custodian.
7. Only approved Ebenezer Sound Technicians who are familiar with our system are to use it. Audio/Visual Coordinator contact can be provided.
8. No alcoholic beverages be served or consumed within the facilities or on the church property with the exception of Wine when used for toasting.
9. The use of confetti and/or rice are not permitted.
10. We expect the facilities to be used with care and respect and that any breakage be replaced or reported. The users will be billed for any breakage or lost articles not replaced. A damage deposit may be required.
11. All activities are to be arranged so that building is cleared by 10:00 p.m.
12. Licensee is responsible for the supervision of children. We do not provide childcare. Do not leave children unattended. Nursery is expected to be left in the condition it was before use, ie: toys picked up, etc.
13. Licensee is responsible for the safe evacuation of their attendees, following exit instructions as posted.
14. Rental requests for weddings cannot be booked until council's permission is obtained.
15. Oven and stove are to be used to reheat food only. No food allowed in any classrooms due to allergies.
16. No animals are permitted on the premises, except for Service Animals.
17. Must obtain and furnish us with a Certificate of a Public Liability Insurance Policy with at least \$1,000,000 of liability coverage, and have Ebenezer CRC named as additional insured for damages or loss on its premises. Ebenezer is not liable for any injuries or damages caused to the Licensee or group represented.
18. Ebenezer CRC's authorized representative has the right to visit the event to confirm compliance with this Agreement, and to cancel the contract or stop the event if not in compliance.

I have read and accept the terms, conditions, and prices. I have authority to sign on behalf of the Licensee.

Licensee: _____

Date: _____

Ebenezer CRC: _____

Date: _____