

LAKEVIEW UNITED CHURCH ("LUC") SPACE USE AGREEMENT

This agreement is between Lakeview United Church ("LUC") and Group Name ("User" of the facilities):

Category of Space User: (Please check and complete one choice only)

- Charity – CRA charitable registration number: _____
- Non-Profit (AB Corporate Registry) – provide AB Corporate Access No.: _____
- Individual/Business – provide a description: _____

User Contact Name(s): (LUC must be notified immediately if contact information changes)

Name: _____	Name: _____
Address: _____	Address: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

Current Space Use Request: (Please append a completed Space Use request form)

Date/Days	Time	Room(s)	# of people

Use is limited to the room(s) identified, for the times specified, and the nearest washrooms & passages.

Costs: Please note, no cash payments are accepted. **Cheques are to be made out to Lakeview United Church.**

Rate per hour X # of hours	Additional (ex. setup/cleaning)	Total charge

Deposit: \$50 deposit is required by LUC (applied to space use fee). Deposits are non-refundable but deducted from the cost of the rental

- \$50 deposit received

Payment: Payment should be made on the first day of each month or rental period unless approved by LUC.

One time rent should be paid in advance. Payment timing, please check one

Monthly: Quarterly: Semi Annual: Annual: One time:

Insurance: (\$1M liability insurance certificate naming LUC as co-insured is required before use)

- Proof of current insurance certificate attached Insurance expiry date: _____

Access card: (to unlock door & disarm the security system for the contracted space use time)

- Access card has been provided to User Access Card #: _____

User copy: (copy of this Agreement and the Terms of Use)

- Agreement has been provided to User

LUC Emergency Contact: Roger Scroggins, Facility Liaison, Phone 403-455-4790

I have read and agree to this Agreement and the Terms of Use printed on the back of this page.

User Representatives' Signature	Name (please print)	Date
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Approved by LUC (for the F&F Committee)	Name (please print)	Date
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LAKEVIEW UNITED CHURCH SPACE USE AGREEMENT: TERMS OF USE

Smoking: LUC is a non-smoking facility.

Alcohol: beer and/or wine is allowed to be served within the church premises when a liquor license has been properly secured. No liquor or other items belonging to the lessee shall be left in the hall overnight. NO KEGS ARE PERMITTED. NO HOME-MADE LIQUOR IS PERMITTED. THE COPY OF THE ALBERTA LIQUOR CONTROL BOARD PERMIT should be supplied to LUC prior to the use of the facility.

Clients: Clients of the User must be supervised at all times and allowed only in the space stated in signed agreement. The User shall be responsible for orderly behavior of all persons permitted to enter the hall, and shall take reasonable steps to ensure that no unauthorized persons enter the building

Damages: Any damages to LUC or any contents by User groups are the responsibility of the User and will be repaired at the cost of the User. Any large items that require moving into, or out of LUC must have prior notice and approval by LUC.

The User shall indemnify and hold LUC and/or its members harmless for:

- Damage or expenses sustained by LUC and/or its members; and
- Any claim to which LUC and/or its members may become liable by reason of damage or injury sustained by any person; and
- which damage and expense is related to the use of the space by the lessee and its invitees

Lost and Stolen Items: The LUC is not responsible or liable for lost or stolen items.

Signage: Signage outside or inside the building, including posters is not permitted without approval.

Storage: Storage is not permitted without LUC approval.

- LUC must be contacted and the User must gain approval before the storage of any and all materials of the user or their clients
- The User may be subject to fines if storage is undertaken by the User without prior approval

Accidents: If any accident occurs during LUC space use;

- An incident report must be submitted immediately to LUC including name, (for child include parents/guardian names), contact information, type of injury, date/time of incident, and action taken

Set-up and take down: The tables and chairs need to be put away in a specific manner as indicated in the storage room. NOTE THAT ONLY ADULTS ARE ALLOWED IN THE TABLE/CHAIR STORAGE ROOM

Clean-up: Users must return the space to original condition, failure to do so will incur a minimum charge of \$50.00, or cost incurred. Users must ensure that:

- The floor is to be swept clean and spills mopped up
- Dishes are to be washed and returned to their proper cupboards
- Bathroom floors should be free of any toilet tissue/paper towel and all toilets must be in working order, all countertops and sinks to be wiped down
- All windows are closed, turn off all lights, and remove garbage and compost

Emergency cleaning or additional cleaning required after the Users function will be charged directly to the lessee.

Kitchen Use: If the Agreement includes kitchen use:

- Each User must provide their own coffee, filters, cream, sugar, etc.
- LUC coffee machines & dishes may be used.
- Users must tidy, clean counters, wash dishes, put dishes through the sterilizer, put away all dishes, clean & drain the sterilizer
- turn off all appliances & stove breakers, and
- remove all garbage to the outdoor dumpster in the parking lot. See, **Clean-Up**

Closing-up: At the end of each space use, a User must check to see if they are the last User in the building. If so, the User must do a complete walk-through of the building ensuring that:

- No water is running
- All lights are turned off
- All windows are closed and locked
- All exit doors are locked
- All blinds in Upper Hall have been returned to original position

Failure to follow through with closing-up procedures will incur a non-compliance fee of \$50.

Please note the arming of the security system is automatic.

- Please call monitoring station phone number **(403) 571-4800** if alarm is activated, and provide the verbal password identification number: **7749**
- Please immediately advise LUC if a card is damaged, lost or stolen. A replacement cost for a lost or stolen card is \$25

It should be noted by the User that LUC is an LGBT2QIA+ friendly, fully inclusive space for individuals of all races, ability, sexual or gender identity as an affirming church and as such, discrimination of any kind by Users or their clients will not be tolerated.

Specific terms of use: Specific terms may be negotiated for each use, within these general terms.

Relocation or cancellation by LUC: LUC reserves the right to relocate or even cancel a booking in order to accommodate church events, such as funerals. Users will be notified as quickly as possible.

Rental Cancellations: Due to paperwork, and time commitment to rental agreement we request to be notified of any changes and cancellations at least two (2) business day prior of the usage date. Last minute changes will be charged a \$15 administration fee. Rental spaces are in high demand, and your early cancellation will give another person the possibility to have access to a rental space.

Special terms for this Agreement: _____

Expiry date for long term contracts: _____

LUC approval: _____ (print) _____ (signature)