

SARDIS COMMUNITY CHURCH RENTAL AGREEMENT

The following agreement is between The BC Conference of Mennonite Brethren Churches operating as Sardis Community Church ("The Church") and the named User Group.

Group Details:

Name of User Group: _____ Contact: _____
 Mailing Address: _____
 Street Number _____ City _____ Prov. _____ Postal Code _____
 Ph. No: (daytime) _____ Email: _____

Event Details:

Requested Date of Use: _____
 Purpose of the Use: _____
 Set-up Time: _____ Event start time: _____
 Group Size: (approx.) _____ persons Event ending time: _____

Specific Requirements:

- Facility: (e.g. Rooms – Fireside, Sanctuary, Ed Wing, Nursery; Chairs, Tables, Overhead Projector, Stage, Piano)
 Please specify: _____
- Specific set up requirements must be discussed with Custodian -
 - Audio/Visual technical support: (e.g. PowerPoint/Microphones/Sound Equipment)
 Please specify: _____
 - Kitchen Use: (e.g. coffee urns, dishes, pots, pans, cutlery, tablecloths, linens, automatic dishwasher)
 Please specify: _____
 Will access to the kitchen be required by an outside caterer - Yes * - No
 - Ceremony Officiating: SCC staff member: - Yes * - No
 Outside Official: - Yes * - No
 * if "yes" please advise: Name: _____ Ph. No. _____
 Title: _____

User agreement

In consideration of Sardis Community Church permitting the above named User Group to make use of the Church Property, the User Group hereby agrees as follows:

1. To indemnify and hold harmless the church and its directors, officers, trustees, employees, members and volunteers from and against any loss or damage, arising from any injury or damage to persons or property, including, but not limited to any persons entering upon the church property under the express or implied invitation of the user group, occasioned in any way during the time that the individual is on the church property pursuant to the express or implied invitation of the User Group.
2. To be responsible for all setting up and cleaning up as per building use guidelines.
3. To take responsibility for the actions of all guests and participants using the facility.
4. That they have read and agree to abide by the Building Use Guidelines, and any other documents provided, as noted below, as well as all the Terms & Conditions of this agreement.
5. That the information provided within this agreement is accurate and true.

*** Return this form signed, along with your security deposit and certificate of insurance***

Signature: _____ Date: _____
 Name: _____ Title: _____

Church Office Use

Rental Fee: \$ _____ Security Deposit: \$ _____ - Received
 Due Date: _____ - Cash - Cheque
 Signature: _____ Name: _____ Date: _____
 Additional Documents Provided: - Building Use Guidelines - Insurance Specifications - Building Use Instructions - Kitchen Use Instructions