



**RENTAL APPLICATION FOR SHORT TERM OR ONE TIME FACILITY USE**

NAME: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

PHONE (HOME): \_\_\_\_\_ (CELL): \_\_\_\_\_

NAME OR TYPE OF EVENT: \_\_\_\_\_

DATE NEEDED: \_\_\_\_\_

START TIME (INCLUDING SET UP TIME): \_\_\_\_\_

END TIME (INCLUDING TEAR DOWN AND CLEAN UP): \_\_\_\_\_

**GYM (ONLY GYM ENTRANCE TO BE USED- TABLES AND CHAIRS INCLUDED)** \$ \_\_\_\_\_

*LESS THAN 75 PEOPLE:* Non – Event (Meetings) - \$250.00

Monday - Thursday - \$300.00

*MORE THAN 75 PEOPLE:* Friday or Saturday - \$550.00 \$ \_\_\_\_\_

2 Day rentals - \$1300.00

**KITCHEN IS INCLUDED WITH ALL RENTALS**

– Use of counters, 1 fridge, and 2 stoves. Must provide own dishes, cutlery, etc.

**SANCTUARY & GYM (FOR WEDDINGS AND FUNERALS)** \$ \_\_\_\_\_

\$1500.00

**SET UP/TEAR DOWN/CLEAN UP - \$200.00** \$ \_\_\_\_\_

(DECORATING NOT INCLUDED)

**CLEAN UP** \$ \_\_\_\_\_

- \$100.00

**OVERHEAD PROJECTOR - \$100.00 (DAMAGE DEPOSIT OF \$400 REQUIRED)** \$ \_\_\_\_\_

-SET UP INCLUDED

-BASIC FUNCTIONS. ALSO, COMPATABLE WITH HDMI, AV, SVIDEO & AUX. YOU MUST SUPPLY YOUR OWN CABLES FOR THESE ADDITIONAL FUNCTIONS

TOTAL RENTAL AMOUNT OWING: \$: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

# FACILITY RENTAL GUIDELINES AGREEMENT



## (FOR NON-LONG-TERM RENTALS)

1. AN APPLICATION FORM MUST BE FILLED OUT, INCLUDING WHAT PARTS OF THE BUILDING ARE NEEDED, WHAT SUPPLIES ARE NEEDED, DATE AND EVENT TYPE. APPLICATION MUST COME THROUGH THE OFFICE.
2. PAYMENT FOR RENTAL IS REQUIRED AT THE TIME OF BOOKING, AND NO LESS THAN 2 WEEKS BEFORE THE EVENT. A CANCELLATION OF 2 WEEKS IS REQUIRED TO RECEIVE A FULL REFUND. IN THE EVENT THAT IT IS CANCELLED LESS THAN 2 WEEKS TO EVENT DATE, HALF OF THE RENTAL FEE WILL BE KEPT.
3. A CREDIT CARD NUMBER MUST BE PROVIDED FOR DAMAGE DEPOSIT FOR ALL RENTALS. A DAMAGE DEPOSIT OF UP TO \$250 WOULD BE USED FOR JANITOR FEES IN THE EVENT OF ADDITIONAL CLEANING OR PROPERTY DAMAGE. PLEASE ARRANGE WITH OFFICE IF YOU CANNOT PROVIDE A CREDIT CARD, AS WE WILL ACCEPT A \$250 E- TRANSFER.  
IF EVERYTHING LOOKS OKAY ONCE YOUR RENTAL IS COMPLETED, WE WILL DESTROY YOUR CREDIT CARD INFO (IT IS NOT KEPT ON FILE), AND OR SEND A CHEQUE BACK TO THOSE WHO PAY DAMAGE DEPOSIT BY E-TRANSFER IN 7-10 BUSINESS DAYS  
IN THE EVENT OF DAMAGE, WE WILL CONTACT YOU IN REGARDS TO THE CHARGES AND CHARGE YOUR CREDIT CARD ACCORDINGLY. IF A CHEQUE WAS GIVEN, WE WILL DEPOSIT YOUR DAMAGE DEPOSIT CHEQUE, OR ASK FOR A NEW CHEQUE FOR THE APPROPRIATE AMOUNT.
4. APPLICANT ASSUMES FULL LIABILITY FOR ANY DAMAGE TO OR LOSS OF SEFC PROPERTY.
5. SUNDAY RENTALS ARE NOT AVAILABLE. SATURDAY RENTALS ARE ONLY AVAILABLE AFTER 10:00 am
6. THERE WILL BE A KEY HOLDER AT THE EVENT TO LET YOU INTO THE BUILDING AT THE AGREED TIME. IF THE KEY HOLDER HAS TO RETURN TO ALLOW BUILDING ACCESS OTHER THAN THE AGREED OPENING AND CLOSING TIMES, THERE WILL BE AN ADDITIONAL CHARGE OF \$50.00  
AT THE END OF THE RENTAL DAY, AT THE AGREED UPON TIME, A KEY HOLDER WILL RETURN TO CLOSE AND LOCK UP THE BUILDING FOR YOU. IF YOU LEAVE BEFORE THE AGREED TIME AND LEAVE THE BUILDING UNSUPERVISED, YOU ARE NOT ONLY RESPONSIBLE FOR ANY DAMAGES TO THE BUILDING DURING THAT TIME, BUT WE WILL ALSO RETAIN YOUR DAMAGE DEPOSIT OF \$250.
7. IF YOU ARE A CHURCH ATTENDEE, CHARITABLE ORGANIZATION OR LONG-TERM RENTER, AND REQUIRE A KEY AND CODE, YOU MUST ARRANGE AND OBTAIN FROM OFFICE AHEAD OF TIME. GUIDELINES AND AGREEMENT TO BE SIGNED, INDICATING FULL RESPONSIBILITY OF BUILDING AND OCCUPANTS WHILE THE KEY IS IN THEIR POSSESSION.
8. NO ALCOHOL, SMOKING, CONFETTI, PLAY DOUGH, OR RICE IS PERMITTED ON THE PREMESIS. THERE WILL BE AN ADDITIONAL CHARGE OF \$200.00
9. DANCES ARE SUBJECT TO APPROVAL BY OUR ELDER BOARD FOR YOUR EVENT.
10. ITEMS LEFT IN OUR BUILDING MUST BE CLAIMED WITHIN 2 WEEKS OF EVENT DATE.
11. FOR WEDDINGS OR FUNERALS, WHERE BOTH THE SANCTUARY AND GYM ARE USED, THE SANCTUARY SECTION WILL BE LOCKED AFTER CEREMONY/SERVICE (OR WHEN NO LONGER NEEDED)
12. START AND END TIMES FOR YOUR EVENT NEED TO BE CONFIRMED NO LESS THAN 1 WEEK BEFORE THE EVENT DATE. ANY CHANGES ON THE DAY OF THE EVENT COULD BE SUBJECT TO A \$100.00 CHARGE.
13. APPLICANT IS AWARE THAT THE CHURCH RESERVES THE RIGHT TO CANCEL YOUR FUNCTION WITH 4 WEEKS NOTICE AND A FULL REFUND SHOULD ANY INFORMATION ARISE WHICH BRINGS THE INTEGRITY OF THE CONTRACT OR YOUR FUNCTION INTO QUESTION.

Please sign that you agree to the above statements: \_\_\_\_\_

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



## Damage Deposit Credit Card Authorization Form

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Name on Card: \_\_\_\_\_

Credit Card#: \_\_\_\_\_ CCV \_\_\_\_\_ (3 digits on back of card)

Expiry: \_\_\_\_\_

Email: \_\_\_\_\_

If there are any damages or additional cleaning needs to be done after a rental, the cardholder agrees that the above card will be charged. The Saskatoon Evangelical Free Church will hold the credit card info until the rental has been completed and finalized. The Saskatoon Evangelical Free Church agrees to contact the rental applicant before any charges are made to the card, and all credit card info will be destroyed after everything has been finalized.

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