



COST SHARING AGREEMENT CONTRACT

Gospel Chapel is a place where we love God, love others, and help people follow Jesus.

All rentals at Gospel Chapel must adhere to and be in keeping with our Confession of Faith which can be found by visiting the Canadian Conference of M.B.

<https://www.mennonitebrethren.ca/mb-convictions/the-mb-confession-of-faith-brief-edition/>

Event Name/Purpose: _____

Name Of User/Agency/Organization: _____

Billing Address: _____

Name of Person Responsible for Rental: _____

Email: _____

Phone: _____

Room(s): _____

Room Usage Details: _____

Day(s): _____

Event Time(s): _____

Frequency Of Usage (Select all that apply): One-Time Use | Multiple Dates | Weekly | Monthly | Other (Please Specify): _____

Building Access Time(s): _____

Kitchen Usage: None | Cooler Only | Equipment & Dishwasher (No Cooking) | Equipment, Dishwasher & Cooking

Sound Requests: _____

Sound Person: _____

Projection Requests: _____

Computer Person: _____

Host Required: _____

Host Name: _____

Setup Request: _____

Setup Person: _____

Total Number of Attendees: _____

**All Decorations to be setup and removed by Renter.

A. PRIORITIZING OF FACILITIES USE FOR GOSPEL CHAPEL

Preamble: Facility usage priority will be determined, but not limited to:

1. All events and activities that are under the full authority, control and supervision of staff or volunteers of Gospel Chapel.
2. Not-for-profit organizations that support and endorse the MB Confession of Faith and the charitable purposes of Gospel Chapel.
3. Charitable groups with similar purposes.
4. Neutral activities such as family gatherings, birthday parties, and family celebrations that are not activities which can be categorized as church events will be considered if the activities of the event do not contravene the Statement of Faith of the Mennonite Brethren church.
5. For profit activities, such as meetings and concerts, will be considered if the activities do not contravene the Statement of Faith of the MB Churches. All activities are subject to fair rental fees.

Initial: _____

B. GENERAL POLICIES OF GOSPEL CHAPEL

1. Priority use of the facilities of Gospel Chapel, as outlined above, shall be given to the programs and activities of Gospel Chapel.
2. All activities of all users of the facility of Gospel Chapel shall not conflict with the purposes or beliefs of Gospel Chapel or the Confession of Faith of the MB Church.
3. The use of the church for a funeral, subject to availability, is available to all.
4. The use of the church facility for a wedding will be permitted on a mutually acceptable date, where a wedding adheres to the definition of marriage in the Statement of Faith of the Mennonite Brethren church.
5. An event deposit in the amount of \$100 or 10% of the cost sharing contract is required at the time of booking. The event deposit is non-refundable two weeks prior to the event. A damage deposit of \$250 is required for all contracts over \$500 and must be provided no later than two weeks before an event. The damage deposit is refundable, provided no damage is incurred during the event. Should damage exceed the security deposit, the user will be responsible to cover any shortfall.
6. Serving alcohol is prohibited on Church premises. Smoking is also prohibited in the church building and discouraged on the Church grounds.
7. A designated security supervisor, or event host, must be always present or satisfactory arrangements for security made with Gospel Chapel ahead of time.

8. No equipment or property may be removed from the church without the church office and/or host's permission and approval.
9. Each user and/or user group are responsible for the behavior of their guests and participants. Any damage incurred to the church building or church property, or their contents, by user(s), guest(s), or participant(s) will be the responsibility of the user, to be repaired or replaced at the discretion of the church, at the user's expense. In such a case the damage deposit will be applied towards the cost of repairs.
10. If a user or user group requires food services, this must be made known at the time of the rental request. All food service requests require the use of the kitchen supervisor or event host as determined by the church. Additional charges will apply.
11. All users will be required to arrange for and provide proof of their own insurance to use this facility unless such requirement is waived by the church.
12. Gospel Chapel is a scent free building and due to the nature of allergic response in those who use or work in the church building regularly, we ask that all users, guests, and participants refrain from wearing any of the following: cologne, aftershave, perfume, perfumed hand-lotion, fragranced hair products, essential oils, and/or similar products.

Initial: _____

C. FACILITY AND EQUIPMENT USE

1. All damaged or broken items must be reported to the church office. The user will be responsible for the replacement or repair cost and an administration fee.
2. The standard of cleanliness is to be returned to the condition you found it in or better. All garbage and other items brought in by the user must be removed by the renter upon exit of the facility or arranged with Gospel Chapel ahead of time. An additional custodial charge will be assessed for failure to do so.
3. No food or beverages may be served in areas not arranged for ahead of time.
4. Set up and take down of tables and chairs for cost sharing events will incur an extra custodial fee at a rate of \$25 per hour with a two-hour minimum applied.
5. Moving of any accessories (plants, shrubs, cross, stage equipment etc.) must be declared and approved prior to the event. Additional charge for removal of stage equipment will be assessed if required.
6. Candles are only permitted if they are approved prior to the event and are used with the proper container.

Initial: _____

D. DISCLAIMERS

1. All facility usage activities must not be in violation of Gospel Chapel's Confession of Faith. <https://www.mennonitebrethren.ca/mb-convictions/the-mb-confession-of-faith-brief-edition/>
2. If information provided in the cost sharing agreement is found to not be accurate, the event may be cancelled without notice or while in progress with no refund.
3. The insurance policy of Gospel Chapel does not cover liability for user groups, their guests or participants. Users are required to obtain personal insurance for the duration of the cost shared event. Proof of insurance will be required.
4. Gospel Chapel reserves the right to refuse use of facilities to any individual or group at their sole discretion without disclosure of cause.
5. Gospel Chapel reserves the right to cancel an event if deemed in breach of contract any time before the event, and during the event if deemed necessary by a Gospel Chapel representative.
6. Any personal information obtained in this rental agreement will be retained by Gospel Chapel and kept in a safe and secure place. Destruction of all records will be done in a secure manner with the goal of maintaining confidentiality. Destruction will be performed at the sole discretion of Gospel Chapel.

Initial: _____

E. ADDITIONAL CHARGES

Host: \$25 Per Hour (Minimum 3 Hours)**Sound Tech:** \$35 Per Hour (Minimum 3 Hours)**Computer Operator for PPT:** \$25 Per Hour**Event Set Up & Take Down:** \$25 Per Hour (Minimum 2 Hours). Cost determined by event requirements.**Cleaning:** \$60 (Minimum - Small Room Events) / \$80 (Minimum – Larger Rooms or Multiple Spaces)

IMPORTANT: Gospel Chapel has the right to cancel a reserved date if an important in-house event arises, such as an end-of-life event, that requires the reserved space(s), or in the event of an emergency or adverse weather conditions. Advance notice would be given and alternate arrangements would be investigated.

F. USER AGREEMENT

I/We agree to:

1. Pay the event deposit at the time of booking and the damage deposit where required no later than two weeks prior to the event. The event deposit will be applied to the total amount due but is forfeit in the event of a cancellation two weeks prior to the event. The security deposit will be returned within two weeks following use, provided that any church property or equipment borrowed is returned in acceptable condition, and there is no damage to the building or equipment.
2. Provide a Certificate of Insurance no later than seven days before the event. Failure to provide insurance will result in cancellation of use of facility without any further notice.
3. Pay the total amount due two weeks prior to the date of event. Post-dated cheques will be held until the event has occurred.
4. Abide by the decision of Gospel Chapel or its representatives, including the termination of an event if deemed necessary. If an event is cancelled as a result of inappropriate actions on the part of the user, the cost sharing fee is forfeit.
5. Be responsible for all setting up and cleaning up as per regulations listed and supervised by Gospel Chapel staff. Custodial services do not include set up and removal of equipment and décor.
6. Take responsibility for actions of all guests and participants using the facility.
7. Have read and agree to abide by the facilities use guidelines.
8. That the information provided is accurate and true.

EITHER PARTY MAY CANCEL THIS CONTRACT, WITHOUT PENALTY, WITH 30 DAYS NOTICE IN WRITING.

Initial: _____

Signed: _____

Name (Please Print): _____

Date: _____