



Dundalk Wesleyan Church

PO Box 59, 752202 Ida Street, Dundalk, ON N0C 1B0

www.dundalkwesleyanchurch.com

Telephone: 519-923-2473, E-mail: dundalk.wesleyan@gmail.com

Church Facilities Rental Agreement

General Building Use Policy

Purpose

The purpose of this policy is to summarize the guidelines regarding the usage of Dundalk Wesleyan Church property.

Policy for Use

1. Smoking, vaping, use of illegal substances and/or alcoholic beverages are not allowed on any part of the property.
2. Decorations must not damage, deface or scar church property and should have someone assigned to promptly remove all decorations.
3. Any furnishing moved for your event must be returned to its original location by your party.
4. Usage of facilities are restricted to approved areas. If additional areas are required approval must be obtained prior to use. There may be additional fees charged for use of extra space.

Please note: Due to government regulations requiring a Certified Food Handler be present when food is being prepared in our facilities, which unfortunately we are unable to accommodate during a rental, the use of our stove, microwave, fridge, freezer and other small appliances used in preparing and storing food are not available for use when our facilities are being rented.

Scheduling

The priority for the usage of any part of the property shall be for congregational events related to the ministries of the church. The Pastor and Church Board has the right and obligation to deny use of the church facilities for purposes that they feel are befitting a place of Christian worship.

Designated Responsible Person

The Applicant signing and submitting the application for rental will be the **designated responsible person** and will be held liable for payment of all fees for use of the facilities and for any damages that occur during that use.



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Application

Name of Renter/User		
Renter/User's Street Address		
Town/City	Province	Postal Code
Contact Phone Number	Alternative Contact Phone Number	
Purpose of Event		
Date of Event	Hours of Use (start and end times)	
Rooms to be Used (Please note the sanctuary is not available.)	Estimated Attendance	
Additional Comments		

Statement of Agreement

I (we) have read, understand, and agree to comply with the procedures set forth in the General Building Use Policy. I (we) acknowledge receipt of a copy of the relevant document(s) and agree that neither I (we) nor any person attending the activity for which this application form is being submitted, shall hold Dundalk Wesleyan Church, or anyone who is a member of Dundalk Wesleyan Church, responsible or liable for any damage to personal property or any injury to persons which may be incurred during the function for which this application form is being submitted.

Signature(s) Renter(s)/User(s)

<u>FOR OFFICE USE ONLY</u>	
Approved By:	Date:
Date when call was made to confirm or deny building/property use:	