

BEACH UNITED CHURCH (BUC)

Space Use Policies

Make arrangements to see the space you have booked prior to the date of your event.

A spokesperson should be appointed for the event and should introduce himself/herself to the BUC staff person on duty at the time of the event.

Set up and take down is the renter's responsibility, and is to be completed during reservation times. The last booked hour is for 55 minutes (the last half hour is for 25 minutes) unless extra time is booked for entering and leaving.

Cheques should be made payable to Beach United Church.

The individual or organization (herein named "The Occupant") agrees to the following as conditions for renting space at Beach United Church (herein named "BUC"):

1. A non-refundable, no-interest bearing down payment must be paid in advance to reserve the space. The remainder of the total amount is to be paid on or before the date of the event(s).
2. The Occupant agrees that reservation changes and amendments related to this order will not effect the other terms and conditions of this order, except as to allow additional related charges.
3. The Church shall be saved harmless of all liability associated with the use, promotion, scheduling, or availability of space. This agreement is at the exclusive risk of The Occupant who shall hereby agree to attain, and provide evidence of a minimum of 2 million liability coverage and all-purpose insurance, also naming BUC's as an additional insured.
4. Promotions will clearly represent the name of The Occupant, distinguish between the sponsor and location of the event, and be publicized only after receipt of down payment and the signing of this contract.
5. The location of the event shall be named as "Beach United Church, 2 Bellefair Ave. OR 140 Wineva Ave.", on promotional material distributed by The Occupant.

6. The Church telephone number may not be used on any publicity.
7. The Occupant agrees to perform the following maintenance tasks:
 - set up and put away tables and chairs;
 - leave areas used in same condition as found;
 - place all garbage in plastic bags provided by The Church;
 - if kitchen is used, clean sinks, counters, stoves, etc. (Kitchen equipment may only be used with experienced personnel – prearranged and cleared with BUC)
 - remove all personal supplies and equipment from building after use of space
8. No storage space is provided by this Agreement. Clean-up and disposal charges will be levied in accordance with related costs and an additional penalty equal to these costs.
9. There is absolutely no smoking and no gaming (i.e. no lotteries, raffles, bingo's, etc.) permitted in the building.
10. No food or beverages are allowed in the Sanctuary. No alcoholic beverages are permitted anywhere in the buildings.
11. Measured noise levels shall not exceed 100 decibels (in the sanctuary) or 80 decibels in other rooms. No drums allowed except in Sanctuary.
12. The pianos and organ are not to be used without permission.
13. Other facility and office services (e.g. fax, phone, message-taking, special lighting, sound, staging or security) are not included in this agreement.
14. If a set is being used, it should not in any way interfere with future use of the space. No structural changes to the space are permitted.
15. Existing clients have first refusal on any ongoing space use.
16. Custodial coverage fee may apply.

If the above requirements are not adhered to, BUC has the right to cancel the booking without advance notice and/or to refuse any future booking with the said Occupant.