

Rental Agreement

1. Access is restricted to the part of the facility agreed upon.
2. Children must be under the supervision of an adult at all times.
3. All garbage is to be sorted in the appropriate receptacles and placed in containers at the rear of the building.
4. The building and rooms must be returned to their original condition after use.
5. NMBC does not resume responsibility for injuries of persons in attendance or loss or damage to personal effects belonging to the user or guests.
6. The Renter will be responsible for the full replacement or repair costs of any aspect of the church's property or equipment if damage occurs during the rental period by the participant in the rental activity.
7. Possession or use of alcohol or illegal drugs is not permitted on church property.
8. Smoking is not permitted on the church property.
9. The use of confetti or rice at weddings is prohibited in or around the building.
10. All groups using the kitchen or coffee counter in the Lounge must supply their own disposable cups, tea, coffee, sugar, milk, dishcloth & dishcloths.
11. The Renter is responsible to insure that all participants in their activities respect the mission, values and purpose of the N.M.B.C. while they are on the premises.
12. The use of the building cannot involve gambling or games of chance (raffles, 50/50 draws, etc.)

This contract is binding when a copy bearing the signature of both the Renter's representative and the Church's representative and the fee is in the possession of the church. If any information provided to the church is found to be not accurate, the event may be cancelled.

I, _____ hereby certify that I have read, understood and agree to abide by all the terms, conditions and requirements of this facility rental agreement. I agree to rent and use the property, facilities and equipment mentioned above on _____ (date).

Renter's Representative Signature

Date

Accepted on behalf of New Minas Baptist Church

Church's Representative Signature

Date

New Minas Baptist Church
REQUEST FOR USE OF FACILITIES

Please use this form to request use of the building or you can use the Online Version at www.nmbc.ca and click on forms. (Forms must be submitted at least ten (10) working days prior to the proposed event.)

This form is a request only and does not guarantee the facility or that any services will be available or approved. Please note: the facility will not be booked until payment is received (or arrangements made for payment) and until there is a designated person from NMBC who will be available to open and close the building on that date.

Organizations and groups will be asked for a certificate of insurance liability if they are not activities of NMBC or its related organizations.

Complete the "Contact information" below for the individual who will be present and responsible for this event:

Contact Information:

First: _____ E-mail: _____
Last: _____ Street: _____
Contact Phone: _____ Town: _____
Province: _____
Postal Code: _____

All answers to questions are required unless noted by "(optional)"

1. You are:

- church member
- adherent (regular attender)
- other

2. Program or Activity Title:

3. Group Leader /Coordinator:

4. Description of event:

5. If activity involves any of the following, please provide complete details

Food/drinks

Audio/visual Booking for the use of all audio/visual equipment will be done through the Worship Arts Coordinator or designate. Fee is \$75.00

6. What is the intended date of your function?
(The facility is not available on Saturday after 1 p.m. for large group meetings)

7. Number of people expected?

8. What room(s) are you requesting the use of? (Room fees as indicated)

- CHURCH LOBBY
- CONFERENCE ROOM - A13 \$ 50.00
- FELLOWSHIP HALL (Gym) - B1 \$ 100.00
- KITCHEN - B3 \$ 50.00
- LOUNGE AREA - B10 \$ 50.00
- MULTI-PURPOSE ROOM - C9 \$ 125.00
- SANCTUARY - A1 \$ 200.00
- YOUTH CENTRE (Upstairs) - E1 \$ 75.00
- YOUTH CENTRE (Downstairs) – E2

Classroom (s) in Sanctuary building A3 A4 A12 \$40.00 each

Classroom (s) in Lounge Area B5 B6 \$40.00 each

Classroom (s) in Office area C13 C16 C17 C18 C19 \$ 40.00 each

Note: If the building has to be opened after regular office hours, there is a fee of \$35.00 to open and close/lock the building.

9. What time will your event begin?

10. What time will your event end? (All events must end by 10:00 p.m.)

11. What time does the building need to be open?

12. Provide any additional details you feel are important for us to know

OFFICE APPROVAL

_____ Date: _____

For Administration Use Only

PROPERTY MINISTRY APPROVAL: (If PRINTED – provide Name & Date)

New Minas Baptist Church Rental Policy

N.M.B.C. holds clear Christian values. Chief among those values are to love God and to love our neighbour. We believe that loving our neighbours includes sharing the resources God has made available to us including our facilities. However, we must honour our faith and values, therefore, we can only rent to individuals or groups whose purpose does not conflict with our purpose and mission.

1. All events and activities of New Minas Baptist Church will have first priority of the use of the building.
2. Use of the facility for activities of the Atlantic Baptist Convention office and Acadia Divinity College will be free of charge
3. Use of the church for funeral services – no charge
4. The use of the church for weddings will be acceptable where a wedding adheres to the definition of marriage as being between a man and a woman. All officiating ministers must be approved by the senior pastor. (Also see wedding policy)
5. All non-profit and community groups whose purpose fits in with the NMBC value and purposes will be considered on the availability of the building. Fees may be wavered or reduced.
6. All commercial rentals and government entities (health department, police events, polling stations, etc.) will be considered if they do not conflict with a church activity.
7. Such activities as family celebrations, birthdays, wedding anniversaries are not considered activities of NMBC and will be assessed on an individual basis. Government of Canada tax regulations state that members are not exempt from fees for the use of the facility as this would be considered a “benefit” and therefore, taxable.
8. Insurance considerations are that all outside groups (groups where NMBC does not exert full authority, control and supervision) are required to provide a certificate of Insurance confirming they have general liability coverage and naming NMBC as an additional insured party. All rental groups or individuals will be required to complete and sign a rental application that becomes an enforceable contract.