FACILITY USE PROCEDURES

The facilities of the Rocky Mountain House Alliance Church (RMHAC) are a tool the LORD has given us to be used for advancing the Kingdom. It is designed for the use of our own members as well as various community non-profit groups. Therefore, the first priority will be given to our own church ministries and members, followed by outside non-profit groups who are Kingdom-oriented and/or community-focused. Ordinarily, the facility will not be available for use by for-profit groups. In the event of an unscheduled emergency involving the Rocky Mountain House Alliance Church (such as a funeral), any ministry, program or community group may be "bumped" in order to meet the emergency need. **RMHAC is a private facility and reserves the absolute right in its sole discretion to decline to grant use of the facility to any individual or group. (Please see section 16 of the RMHAC Facility Use Agreement at the end of this document).**

Rocky Mountain House Alliance Church has a 4-step process for facility use.

Step 1. Submit a Request

- Requests are submitted to the Church office by filling out the **Facility Use Reservation Request & Setup** form.
- This form is available on the website (Rocky Mountain House, www.rockyalliance.ca/) or the Church office.
- At this point, you have only submitted a request for approval.

Step 2. Submit the FACILITY USE AGREEMENT and deposit

- Once the event has been approved, submit the **Facility Use Agreement** and the deposit to the Church office.
- The event will then be officially confirmed and placed on the Church calendar.

Step 3. Complete payment

- The full payment is due two weeks prior to the actual event.
- Payment may be made in cash, check or money order. (Cheques should be made payable to Rocky Mountain House Alliance Church.)

Step 4. Enjoy the event

- The church will be opened by a Church representative at the agreed upon time.
- Follow the guidelines for setup and takedown as detailed in paragraph 3: "Equipment Setup/Take Down" in the **Facility Use Agreement**.

FACILITY USE RESERVATION REQUEST & SETUP

Event Organizer Contact Information Today's Date ____/____/____

Organization _____

Contact Person _____ Phone # (_____) _____ Fax# (_____) _____
PLEASE PRINT

Email Address _____
PLEASE PRINT

Organization Address _____ City _____ Postal Code_____

Email Address _____ Phone# (_____) _____ Fax# (_____) _____
PLEASE PRINT

Dates and Times

Date Requested ____/____/____ Hours of Use _____:_____AM/PM to _____:_____AM/PM

Multiple Dates

Date Requested ____/____/____ Hours of Use _____:_____AM/PM to _____:_____AM/PM

Date Requested ____/____/____ Hours of Use _____:_____AM/PM to _____:_____AM/PM

Date Requested ____/____/____ Hours of Use _____:_____AM/PM to _____:_____AM/PM

Attach sheet with additional dates and hours of use if needed.

Note: *Please be advised that fees apply for the ENTIRE time you are in the facility. Please include time needed for setup and clean-up and for your participants to vacate the facility. We ask that facilities be vacated by 10:00 pm unless other arrangements have been pre-approved.*

Additional information about dates or times:

Rooms and Equipment

Areas Desired:

____ Sanctuary ____ Basement Hall ____ Parking Lot
____ Small Classroom
____ Large Classroom ____ Kitchen ____ Nursery

Equipment:

# of Round Tables _____ Sound System* Yes / No

# of Rectangular Tables _____ Microphone* Yes / No If yes, # needed _____

# of Chairs _____ Projector & Screen* Yes / No

**Included in the Sanctuary hourly rate, however, the personnel to oversee its use is an additional expense. Please see Fee Schedule.*

PLEASE PROVIDE A DESCRIPTION AND EXPLAINATION OF YOUR EVENT

FEE SCHEDULE

Room	Fees	Additional Information
Basement Hall	$100/hour $100 Cleaning fee	Space must be returned to original setup
Large Classroom	$20/hour (+GST) $35 Cleaning fee	Room must be returned to original setup
Kitchen	$100/hour (+GST) $35 Cleaning fee	Church representative must be present.
Small Classroom	$20/hour (+GST)	Room must be returned to original setup
Sanctuary/Main Hall	$260 (+GST) $100 Cleaning fee $50/hour sound tech fee	Setup may NOT be changed without expressed permission
Fees for long-term repeated use	To be negotiated	Please contact the church office for details.

Usage Fee Payments

Single Event:
Deposit required with each reservation: 25% of total amount ($200 max) due at the time reservation is confirmed. Balance is due two weeks prior to the event date.

Regular on-going events:
Payments are due at the beginning of the month in which the activity occurs.

Cancellation/Refund Policy

If notice of cancellation is received no later than two weeks prior to the event, a full refund will be issued. If cancellation is received within two weeks of the event, a 50% refund will be issued.

Office Use Only

Costs: Area _____ Cost $ _____

Area_____ Cost $ _____

Area_____ Cost $ _____

Area_____ Cost $ _____

Total Cost $_____

Deposit $_____ Cash ____ Check # _____

Balance Due $_____ Date Due: _____

Approved by _____ Date ____/____/____ Even Organizer Notified _____
Date

Confirmed on Bldg Schedule _____
Date

ROCKY MOUNTAIN HOUSE ALLIANCE
FACILITY USE AGREEMENT

Event Organizer: _____

Address: _____ **City** _____ **Postal Code**_____

Email Address: _____ **Telephone #** _____

Date of Event: ____/____/____ **Type of Event:** _____

Name of Organization's Liability Insurance Company _____

Date of Policy _____ **Copy of Certificate or Proof of Insurance Attached?** Yes No

Check-in Date/Time _____ **Check-out Date/Time** _____

This **Facility Use Agreement** is entered into this _____day of _____, 20____, by Rocky Mountain House Alliance Church (RMHAC) and the above named person/s, hereafter referred to as Event Organizer.

1. **Fees**
   All fees must be paid in cash, cheque or money order payable to Rocky Mountain House Alliance Church. A deposit of 25% ($200 max) is required to secure the reservation. The balance is due two weeks prior to the event.

   In the event of a returned cheque, a returned cheque fee of $35 will be assessed for each returned cheque plus any bank fees associated with that transaction. In the event of a returned cheque, payment must be made using cash or money order.

2. **Rules for Facility and Property**

   Important Rules

   - The use of alcohol, drugs or smoking is not allowed within the facility or on the surrounding church property. Any activity or ritual that violates the clear teaching of Scripture is prohibited.
   - Users of the facility shall not conduct or permit activity in or around the church property in violation of federal, provincial or municipal laws.
   - Fireworks are prohibited. Open flames are to be controlled at all times, i.e. glass chimneys over lanterns or candles, Sterno cans in appropriate holders, etc.
   - No pets are permitted in the building. Service animals assisting persons with disabilities will be permitted. No animals of any type are permitted in the kitchen.
   - Use of nails, staples, thumbtacks or anything that will damage or mar the walls or furniture is not permitted. The designated church representative must approve all materials used for decorative purposes.
   - The Event Organizer may not move or rearrange church property except tables and chairs without prior request and approval via the **Facilities Use Reservation and Setup** form. Surplus chairs and/or tables are to remain in the building.
   - After the event, the facility must be returned to its original condition prior to the event. This includes taking down decorations, wiping down tables, and empty trash receptacles into the dumpster.

3. **Persons With Disabilities**

Rocky Mountain House Alliance Church is accessible for persons with disabilities on the main floor. Basement areas of the facility are not wheelchair accessible. The Event Organizer should determine if wheelchair accessibility is required. The Event Organizer is responsible for accommodations necessary to meet disability requirements.

4. **Equipment Setup /Take Down**

Tables and chairs are included in the fee schedule. They will be made available based on **Facilities Use Reservation and Setup** form. The Event Organizer is responsible for the actual setup. At the end of the event, the Event Organizer is responsible to return the space to its original layout.

5. **Insurance/Damages**

The Event Organizer agrees to indemnify, protect, and hold harmless Rocky Mountain House Alliance Church (RMHAC), its officers, agents and employees against any claim for injuries, damages, or other consequences asserted by Event Organizer or their guests, visitors, or any other persons during the dates and times specified in this agreement.

Event Organizer must obtain liability insurance coverage of at least $1,000,000.00 naming Rocky Mountain House Alliance Church as additional insured. The **Certificate of Insurance** must name Rocky Mountain House Alliance Church as additional insured and must be submitted with the **Facilities Use Reservation and Setup** form. Any damages to the facility and/or equipment as a result of the event shall be paid for by the Event Organizer. The Event Organizer agrees to take the utmost care not to damage the facility or equipment.

6. **Security**

A designated church representative will open and close the building and be on site or on call for any issues which may arise during the event. The contact information for the designated representative for this event is _____.

7. **Safety**

It will be the responsibility of the Event Organizer to follow all applicable municipal, provincial, and federal safety rules and regulations and maintain safe working conditions. Persons under 16 years of age are not to be left unattended or unsupervised during any event. If the use is for youth, a responsible adult leader shall be on hand at all times and at least 15 minutes prior to the event to control conduct of attendees awaiting entry, and stay on the premises after the event's conclusion to assure the safe departure of all children. For large events, parties (20 or more children) one adult of the same sex for every 10 youth is recommended. The Event Organizer, guests, agents, performers or employees are <u>not</u> permitted to enter any space within the facility other than what is approved in the **Facilities Use Reservation and Setup** form and covered by this **Facility Use Agreement**. This includes the use of restrooms, which should be respected as church property and used as such.

8. **Wireless Internet Service**

Wireless internet services are available at no extra cost.

9. Sound and AV Service

Technical services and equipment may be available for an additional charge. Costs will be determined by services required. A RMHAC approved technician is required when our equipment is being used. The cost for a technician is $50/hour. If more than one person is needed the costs will reflect the additional personnel.

10. Parking

Parking area is available for use at all events at no extra charge. Parking is subject to parking signs and regulations.

11. Noise

Loud activities should be kept to a minimum so that you do not disturb other members and guests in the facility or in the surrounding neighborhood. Compliance with the town of Rocky Mountain House municipal noise by-law is the responsibility of the Event Organizer.

12. Catering

Arrangement for food, beverages, cups, plates, etc. and related equipment is the responsibility of the Event Organizer.

13. Clean-up

Fees paid include a cleaning fee for custodian. If the condition of the premises after the scheduled event requires additional janitorial services above that which is normal and customary, the Event Organizer agrees to pay an hourly rate of $20 per hour (minimum of one hour) for the additional janitorial services required to return the facility to its original condition prior to the event.

14. Storage

The church is not responsible for any loss or damage to property or equipment delivered to its facilities for use during your event. Notify rental companies and/or caterers of your contracted times to setup delivery and pick-up times.

15. Cancellation

If cancellation of this agreement is received in writing prior to 14 days before the scheduled event, the deposit and any fees paid will be refunded in full to the Event Organizer. If notice of cancellation is received less than 14 days prior to the scheduled event, the Event Organizer will receive 50% of the deposit and fees paid. Refunds will be issued within two weeks of receiving notice of cancellation.

Please carefully read Section 16 regarding the termination of this Agreement located on the following page.

16. Termination of Agreement

The premises are not to be used for any purpose that is inconsistent with the mission of the church or it's foundation on Biblical teaching. Rocky Mountain House Alliance Church reserves the right to terminate the use of the facility by any group, for any reason, provided a full refund is made of all deposits and fees received.

Violation of the terms of this Agreement may result in the immediate termination of this Agreement with revocation of all deposit and prepayment funds.

The undersigned states that he/she has read, understood and agrees to the terms of this Agreement.

Lead Pastor or Church Administrator	Event Organizer Representative
Date	Date