



Mill Woods United Church
 15 Grand Meadow Crescent NW
 Edmonton, Alberta T6L 1A3
 780 463 2202 mwuc1@telus.net

Mill Woods United Church One-Time Use Rental Request Form

Applicant Information		
Name of Organization:		
Date of Event:	Time Requested:	
Space(s) Requested:		
Event Description and Expected Attendance:		
Group's Relationship to church and/or community:		
Special Requirements (Lift, kitchen, storage space, sound system, equipment, seating set up, piano, other):		
Name of Person Making Application:		
Address:		
Phone:	Cell:	Email:
Signature:		Date:
References		
Name:	Phone:	Address:
Church Administrator Use Pre-Event		
Room(s) Rental Fee:	Damage Deposit Required: Yes No	
Other Fees:	Total Fees:	
Proof of Insurance required: Yes No	Date Received:	
Policy number and provider:		
Date Approval:	Date Payment Received:	
Date Event Cancelled:	Rental Fee Returned: Yes No	
Church Administrator Use Post-Event		
Damage Deposit Returned: Yes No		
Record any issues, damage incurred or problems with renter:		

Mill Woods United Church Conditions and Instructions for Use of Facilities

CONDITIONS

1. Mill Woods United Church (MWUC) is not responsible for any liability arising from the renter's activities. Renters may be required to provide proof of their own insurance coverage and hold the United Church of Canada and Mill Woods United Church harmless.
2. Rental fees and, if required, damage deposit shall be paid in full at time of booking. Damage deposit is required where 100+ people are expected at the event.
3. Rental fees are for the use of the space and do not include any equipment unless specified in the rental agreement.
4. The Office Administrator reserves the right to adjust fee payment for non-profit groups based on the ability pay.
5. Rental of space does not constitute MWUC sponsorship of an event. Rental groups must provide contact information in their advertising in order that patrons can make inquiries directly to them.
6. Mill Woods United Church has the right to terminate (cancel) this agreement if it is determined the rental application was made with false or misleading information.
7. Cancellation of an event by the renter:
 - More than 1 week notice, renter will receive full refund of rental fee and damage deposit
 - Less than 1 week notice will be subject to a cancellation fee equivalent to the rental fee
8. For multi-floor space rental, lift use requires training by MWUC personnel.
9. Smoking, E-cigarettes or marijuana is not allowed on the premises nor within the City of Edmonton by-law restrictions of 10 meters (30 feet) of any entrance.
10. Use of drugs or alcohol is not allowed in the building or on Church grounds.
11. Littering, loitering and coarse language are prohibited.
12. Use of candles or flames is not allowed in the building unless previously arranged in the rental agreement.
13. Decorations or paper must be fastened to the wall with a method approved by the Office Administrator.
14. Any event promotion within the Church building must receive prior approval by the Office Administrator.
15. Pets are not allowed on the premises unless rental participants require the use of a Companion Animal or in special circumstances previously arranged with the Church Administrator.
16. Groups renting space at MWUC may not do so if the primary activity is gambling. Example: A group raising funds, even for a worthy cause, may not hold a casino night or a bingo.

INSTRUCTIONS

1. Use only the assigned rental area for your activity.
2. Keep activity properly supervised and under control.
3. Return all furniture you have moved to its original location.
4. Ensure area(s) used is neat and tidy upon completion of event.
5. If kitchen use is agreed to, be sure to clean what the group uses, remove items from fridges and:
 - Clean coffee pots and turn off heating switch.
 - Do NOT unplug Bunn coffee makers.
 - Turn off stoves and ovens and clean all spills
6. Please do not sit on or lean against the piano. Do not have food or drink near the piano.
7. Report any damage or broken items immediately to the paid Host or within two days of the event to the Church Administrator. If the office is closed, please leave a voicemail or email message.
8. When leaving building, close all windows and fire doors, turn off all controllable lights.
9. Ensure all front doors are locked before leaving if you are the last person or group out.
10. If you require anything extra to support your event, you must discuss this with the Office Administrator first. The office telephone number is 780-463-2202.

PLEASE NOTE:

1. Any person or group whose activities result in the need to repair, replace, clean, etc parts or all of the building will be held responsible for these costs. The damage deposit will be used towards repairs costs. Additional costs, if any, will be billed to the renter.
2. Failure to adhere to the above Conditions and Instructions or failure to compensate Mill Woods United Church for extra costs incurred will be reason for discontinuing the future use of Mill Woods United Church's facilities by that person or group.

I agree to the above conditions and instructions:

Group Contact:	Telephone Number:
Group Leader:	Telephone Number:
Signature:	Date: