

Church Facilities Rental Application and Agreement

Revised April 2012



Elim
PENTECOSTAL
TABERNACLE

Group/Committee

Name: _____

Address: _____

Primary Contact

Name: _____ Telephone #: _____

Email: _____

Rental Details

We the above named group/committee, agree to the following terms for rental of the church facilities of Elim Pentecostal Tabernacle.

1. Period: Start Date: _____ (DD/MM/YYYY) Start Time: _____
End Date: _____ (DD/MM/YYYY) End Time: _____

2. Facilities: Fireside Room with use of kitchen facilities: \$75 per hour.
 Sanctuary: \$200 per hour. Sound Tech: \$25 per hour.

3. Total Cost: \$_____ (All rates are based on a minimum of one hour)

4. The facilities are to be left in the same condition as it was found upon arrival.

5. Elim Tabernacle reserves the right to charge user groups for any damages and/or caretaker fees.

6. Key to be signed out and subsequently returned at the end of the rental period.

Signature: _____ Date: _____

Applications are to be submitted to the church office no later than four weeks before requested booking.



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Attention All User Groups

Checklist

When your event has concluded, we ask that you follow this checklist:

- ✓ All tables should be cleared, cleaned and stored.
- ✓ All chairs should be stacked in groups of 7 and stored.
- ✓ Any large quantities of garbage should be removed and placed in dumpster.
- ✓ All decorations should be removed.
- ✓ Kitchen should be tidied.
- ✓ All kettles, coffee makers, etc. should be emptied, all burners and ovens should be turned off and all appliances should be unplugged.
- ✓ All lights should be turned off and all doors securely closed and locked upon exit.
- ✓ Children must be supervised at all times.
- ✓ Damages are the responsibility of the user group.
- ✓ To report any concerns, please contact the church office by calling 579-9678 or emailing info@elim.nf.ca

Note

- A. Payment is to be made no later than the Friday prior to function. Payment accepted by cash or cheque. (Please make cheque payable to *Elim Pentecostal Tabernacle*).
- B. Building use hours are from 8:30 a.m. until 11:30 p.m.
- C. Decorations cannot be affixed to walls and ceilings by means that will leave marks and/or damage upon removal. Decorations must be removed after the event.
- D. Any item brought into the building will be the sole responsibility of the person/group.
- E. No smoking or use of alcoholic beverages is permitted on church property.
- F. Users are to use only booked area or areas and nearest washroom facilities.
- G. The Senior Pastor or Church Board reserves the right to cancel any activity that will be in direct conflict with a scheduled church event. Reasonable notice of cancellations will be given to the "contact person".
- H. All facility and equipment use must be consistent with, and not infringe on, the values, mission, beliefs and goals as stated in the Constitution & By-Laws of Elim Pentecostal Tabernacle and/or that of the Pentecostal Assemblies of Newfoundland & Labrador.