

Maranatha Church



"a community of Christ Ambassadors."

Maranatha Church Objectives:

Being a Christian Church, we seek to fulfil the two great commandments – to love God and to love our neighbour as ourselves. We intend to focus on worshipping God seven days a week through serving our neighbours and accepting ourselves. We will strive for a balanced focus on reaching out to our neighbour while reaching in to ourselves; thereby loving and serving both groups.

Facility Rental Policy

We love our church facility and want to share it with the community. To do so, we have developed the following rental guide to ensure all parties understand what is expected of them when using this building.

We look forward to working with you. Because this church is a private institution, Maranatha reserves the right to refuse rental to individuals or groups that are in opposition to Christianity (as defined by our denomination, Christian Reformed Church of North America. www.crcna.org.) and its values or intend to use the church facility for activities deemed inappropriate by Maranatha. Renters are expected to respect Christianity and its values at all times within and around the church facility. Maranatha retains the right to remove renters if these values are not upheld or if local residents file complaints.

TIME USAGE:

To ensure the security of rental dates, renting is based on a first-come, first-serve basis. Once a date has been finalized, the security deposit is required within 10 days. Overnight and extended rentals are available.

| Rental Option | Time |
|--|-----------------------------|
| Morning | 6:00 a.m. – 11:30 a.m. |
| Afternoon | 12:00 p.m. – 5:00 p.m. |
| Evening | 6:00 p.m. – 12:00 a.m. |
| Overnight | Time of arrival – 9:00 a.m. |
| Multi-Day | Booked as schedule allows |
| Extended Rental (Office/storage space) | Booked as schedule allows |

Because Maranatha rents space on a room-by-room basis, renters may be required to share facilities with other parties. When requested, (e.g. weddings/funerals), Maranatha will block times for independent renters, providing they book the entire facility.

ROOMS FOR RENT/CAPACITY:

The following rooms are available for rent. Access to washroom facilities is included in all room rentals.

| Room # | Room Name | Capacity |
|---------------|----------------------------|------------------------------------|
| S | Sanctuary | 210 in church pews (+30) |
| FH/K | Fellowship Hall/Kitchen | 100 (banquet style) |
| PRYR | Upstairs Prayer-room | 12 (circle of chairs) |
| USC | Upstairs Small Classroom | 10 (Boardroom), 16 (Theatre style) |
| DLC | Downstairs Large Classroom | 30 (Boardroom), 60 (Theatre style) |
| DSC | Downstairs Small Classroom | 12 (Boardroom) |
| N | Nursery | 20 with 6 cribs |
| | | |

ROOM DESCRIPTIONS & INSTRUCTIONS:

Sanctuary— General rental includes: pews, vaulted wood ceilings, 8x24 stage with 2½x10 detachable extension, carpeting, baby-grand piano and organ. The piano and organ must be used by qualified persons and may not be moved. For use of drums, keyboard, soundboard (beyond the basic on/off function) and/or projection screen, a qualified sound/video technician is required (**See Fees for more information on technicians**). Additional musical/video equipment is permitted, assuming no damage/disruption to Maranatha's system. **Renters are expected to put everything back to its original condition before leaving the facility.**

Fellowship Hall/Kitchen—

Fellowship Hall: General rental includes: tables, blue padded chairs, carpeting, wall with windows facing the river, coat rack, bulletin boards and ceiling hooks for decorations. **Note:** Materials may not be removed from bulletin boards; however, the boards may be covered with paper. *Renters are expected to put everything back to its original condition before leaving the facility.*

Kitchen: General rental includes: Island with one commercial dishwasher, two double sinks and one deep sink, two ovens with stove tops, two refrigerators, one microwave, one (100-cup) coffee pot, 12-cup coffee pots, blue & white coffee urns, flatware, dinnerware, cookware, dishcloths/towels, dish soap and white table clothes. *Renters are expected to put everything back to its original condition before leaving the facility.* Please read dishwasher instructions before operating (located on bulletin board in the kitchen).

Note: Maranatha's coffee/food supplies are not for renters' use.

Classrooms— General rental includes: tables and chairs. Tables and chairs are also available in child sizes.

Nursery— General rental includes: One carpeted and gated infant room with six cribs, 1 baby swing, 1 baby chair, baby toys, sink and two change pads and one toddler room with slides, chalkboard and toys. Supplies in nursery (diapers, wipes, cookies etc.) are not for renters' use. Renters are expected to clean up toys and discard dirty diapers before leaving the facility. Children must be accompanied by an adult (21+ years) with a ratio of at least one adult to every five children. *Renters are expected to put everything back to its original condition before leaving the facility.*

Basic User Instructions:

For the rental of all rooms, renters are expected to:

- Respect Christianity and its values both inside and outside the facility. This includes music, language, topics of discussion etc.
- Do a basic clean-up to avoid additional cleaning charges (\$25/hour):
 - Wipe counters/tables
 - Discard garbage in the brown garbage bin at the front of the parking lot
 - Remove everything you bring into the facility (except where storage arrangements have been made)
 - Vacuum and mop the floors. The vacuum and mop is located in the storage closet in the fellowship hall.
 - Put everything back where you found it (including the Sanctuary's stage)
- Report any damages to Office Coordinator at (403) 288-4238
- Call the custodian at (403) _____ to report supply shortages or building damages
- Ensure the facility is secure (renter's party has left the facility) and locked. **(See Locking Up for details).**
- Supervise occupants at all times
- Abide by Maranatha's Abuse Policy (provided with rental policy)
- Abide to sound by-laws and respect the citizens of the Montgomery community
- Ensure pets remain outdoors
- Ensure no smoking takes place inside the facility
- Ensure no alcohol is consumed on Maranatha property (inside or outside).

Decorations Use:

Decorations are permitted throughout the facility, however, Maranatha reserves the right to remove decorations that do not meet its approval. Parties are required to remove and properly discard all decorations before leaving the facility.

- If appropriateness is in question, please seek approval from the Office Coordinator at (403) 288-4238
- Use white sticky tac for all surfaces. Tape is not permitted on floors and painted surfaces
- Hooks are provided in the ceiling for decorations
- The use of rice and confetti are not permitted
- Do not remove materials from bulletin boards
- Candles must be **dripless**, must be blown out before leaving the facility and, aside from the stage in the sanctuary, must be enclosed in a candle-safe holder.

FEES:**Room Rental Fees:**

| Room # | Room Name | Morning, Afternoon or Evening Fee | Full day Fee | Overnight Fee |
|--------|-----------------------------|-----------------------------------|--------------|---------------|
| SA | Sanctuary | \$75 | \$150 | \$250 |
| FH/K | Fellowship Hall/Kitchen | \$150 | \$400 | \$450 |
| PRYR | Upstairs: Prayer Room | \$25 | \$60 | N/A |
| USC | Upstairs: Small Classroom | \$15 | \$40 | N/A |
| DLC | Downstairs: Large Classroom | \$50 | \$120 | N/A |
| DSC | Downstairs: Small Classroom | \$15 | \$40 | N/A |
| N | Nursery | \$15 | \$40 | N/A |
| | Entire Facility | \$250 | \$500 | \$650 |

**Multi-day and extended-use fees are subject to negotiations with Maranatha's Rental Services Committee

Typical Wedding Rentals requiring an evening for rehearsal/decorations and next day wedding ceremony will be charged at the overnight fee rate. Use of the classroom/prayer room will be included for the use by the wedding party (groomsmen and bridesmaids).

All fees must be paid to the Maranatha office one month prior to the rental date. (Please see *Payment Process* for additional information.)

Security Deposit:

A security deposit of \$200 is required at time of rental application. If no damages are found or additional cleaning required, the full security deposit will be refunded to the renter that signs the contract. The security deposit shall be applied in part or in whole, and renters must accept responsibility for additional costs to compensate for damages that occur while renting the facility. (See *Payment Process*).

Sound/Video Technician Fees:

As discussed under Room Descriptions & Instructions, a sound technician is required to operate soundboards, video equipment and lighting if use extends beyond a general on/off function. Renters may supply their own technician but qualifications will be required before date of use. Maranatha technicians are

available (date dependent) for \$25/hour, including set-up, takedown and rehearsal time.

Set-Up and Takedown Fees:

Requires two people at a cost of \$25/hour each (\$50/hour total).

Catering Fees and Service:

Maranatha's Catering Auxiliary retains the first right of refusal for any catering event if the function is held at the Maranatha facility. A two month's notice is requested, excepting for funeral or other immediate events.

For list of menu options and related fees, please review Maranatha CRC Auxiliary's information package (available from the Church Office). Catering fees are subject to the same payment process as the rental fees and security deposit.

Note: Due to the reasonable catering rates by the Auxiliary, the use of the Auxiliary catering services does not negate the facility fees.

PAYMENT PROCESS:

Payment for Maranatha's rental services, security deposits and catering can be paid with cash or cheques. To issue a cheque, Maranatha must receive the full rental payment **one month** prior to the rental date. If writing a cheque please issue it to Maranatha Christian Reformed Church, Re: Facility Rental. (Post dated cheques will not be accepted). If paying in cash, the full rental fee must be paid one week prior to the rental date. **To secure a rental date, Maranatha must receive a security deposit within 10 days of booking the date.** Until the damage deposit is received, the date is open for others to rent.

Unless notified by Maranatha about damage charges, your security deposit is clear and available for pick up two weeks after the event from Maranatha's office during office hours (Wed/Thurs. 9:00-3:00). The security deposit will be returned as a cheque and can only be returned to the renter that signs the Rental Contract. If a security deposit is left **unclaimed for 6 months, it will be forfeited.**

All fees should be processed by Maranatha's Administrative Assistant. Payment will then be distributed by the office to the right parties (A/V tech, custodian).

Cancellation Policy:

Maranatha will refund all fees paid if the booking did not interfere with the opportunity to book another renter. If a possible booking to another renter was lost and/or the time of Maranatha's custodians or technicians have been used prior to the cancellation, the renter will lose either the security deposit or the cost of the room (whichever is less).

LEAVING/LOCKING THE FACILITY:

A Security Card will have been given to the renter to permit entry and disarm the alarm. This same Security Card is to be used to set the alarm upon leaving the premises. The Card Reader is located outside to the right of the south facing double doors.

Instructions for disarming/unlocking and for arming/locking the doors:

To Open/disarm: Swipe the Card once by the Card Reader
Then set the door to remain unlocked using the Allan key.

To Lock/arm: Return the door to lock position using Allan key.
Swipe the card twice by the Card Reader.
Wait 5 sec. till you hear the Reader beep for 15 seconds.

Note: A Security Card will be available for pick-up before the rent date from the office (Wed. and Thurs. from 9:00a.m.till 3:00p.m.). The Security card is only active for the duration of the set rental period. You are politely asked to return the Security Card at your earliest convenience.

FACILITY RENTAL CONTRACT

Designated Renter: _____

Organization (If applicable): _____

Phone: _____ (Day) _____ (Evening)

Address: _____

Purpose/ Intent of Rental Use: _____

Date(s) Requested: _____

Number of People: _____

Liability Insurance: all renters are responsible for securing their own insurance. Please initial acknowledging this information. _____

| Room | Hours | Total Room Fee | Technician Fee | Set-Up and Take Down | Total Fees |
|----------------------------|-------|------------------|----------------|----------------------|------------|
| Sanctuary | | \$ | \$ | \$ | \$ |
| Fellowship Hall/Kitchen | | \$ | \$ | \$ | \$ |
| Upstairs Prayer Room | | \$ | \$ | \$ | \$ |
| Upstairs Small Classroom | | \$ | \$ | \$ | \$ |
| Downstairs Large Classroom | | \$ | \$ | \$ | \$ |
| Downstairs Small Classroom | | \$ | \$ | \$ | \$ |
| Downstairs Nursery | | \$ | \$ | \$ | \$ |
| Open/Close SetUp/TearDown | | \$25/person/hour | | | |
| Technicians Audio/Video | | \$25/person/hour | | | |

Security Deposit: \$200.00 Date Paid: _____

Total Fees: \$ _____ Date Paid: _____

Additional Monies Paid (Honorariums) _____

I, on behalf of myself and those using the facility, am hereby in agreement with the details and the terms of this contract. I have read, understand and agree to each component of Maranatha's Facility Rental Policy and Abuse Policy. I understand that I am responsible for liability insurance coverage and that Maranatha is in no way responsible for any injuries or illnesses contracted while using the facility. And I understand that failure to meet the set booking/payment schedule *may* result in loss of booking and all fees paid to date.

X _____
(Rental Party)

X _____
(Maranatha Representative)