

**PARKDALE UNITED CHURCH**

2919 8<sup>th</sup> Ave. NW  
 Calgary, AB, T2N 1C8  
 Phone: (403) 283-3301  
 Fax: (403) 283-6480  
 E-mail: parkdaleuc@telus.net

**OCCASIONAL BUILDING USE APPLICATION**

**Contact Information:**

<b>Application date:</b>	
<b>Group:</b>	
<b>Applicant:</b>	
<b>Mailing Address:</b>	
<b>E-mail address:</b>	
<b>Daytime phone:</b>	

**Usage Details:**

<b>Date(s) and time of Event:</b>	
<b>Amount of time required for room: (include set up and clean up time)</b>	
<b>Description of Event:</b>	
<b>Number of people expected:</b>	
<b>Room required – check one:</b>	Board room ____ Conference room ____ Auditorium ____ Sanctuary ____ Labyrinth ____
<b>Room set up preference: (check appropriate set up) Use back of this page for floor plan if specific set up is required.</b>	____ Chairs only - theatre style ____ circle ____ semicircle ____ chairs around tables ____ # of chairs ____ # of tables ____ Other _____
<b>Requirements and kitchen equipment, (Coffee urn, podium, organ, piano, etc)</b>	
<b>Audio visual equipment available \$25/ one item or \$35/ 2 or more (TV, screen, DVD, whiteboard, portable sound system – wireless mic available)</b>	

**For office use only:**

<b>Audio visual equipment fee:</b>			
<b>Total fee:</b>		<b>Approved by:</b>	
<b>\$100 Booking fee / damage deposit</b>	<b>Date booking fee paid:</b>	<b>Date rental fee paid:</b>	
<b>\$50 Key deposit</b>	<b>key #</b>	<b>Date paid:</b>	<b>Date returned:</b>

**Rental procedure:**

Bookings will be finalized upon completion of the **application form, pandemic plan**, receipt of a **\$100 booking fee/damage deposit** and confirmation from the church office.

The **\$100 booking fee/damage deposit** will be refunded, at the discretion of the office staff of Parkdale United Church, if the room(s) as identified in this Space Use Agreement is left in the condition it was found.

**Rental fees** must be paid a minimum of **30 days** in advance of the booking unless other arrangements have been made.

A **25% rebooking fee** will be charged for change of dates or rooms.

A **\$50.00 key deposit** is required upon the issuance of a key.

**Cancellation notice:** A period sufficient for Parkdale United Church to find an alternate tenant is required. The penalties are:

- Cancel more than a month from anticipated use: no penalty
- Cancel more than 2 weeks but less than a month from anticipated use: 50% penalty
- Cancel less than 2 weeks from anticipated use: 100% penalty

Group applicant must review and agree to abide by the **Parkdale United Church Code of Conduct** and any other applicable policies and guidelines.

**Rooms cannot normally be booked over a 24-hour period unless special arrangements have been made.** An overnight storage fee may be assessed.

**Bookings on Sundays** start at 2pm.

**Close-Up Routine:**

The last person to leave the building must do a complete walk-through on all rooms/areas of the building that were used by the group(s) to ensure the following:

- **All lights are out;**
- No water is running;
- All windows are closed;
- All interior doors closed;
- All candles and other fire extinguished;
- All blinds have been returned to their original position;
- All electrical appliances are turned off or unplugged;
- All stove burners are turned off and checked;
- All of the exterior doors are secured and locked (Push on to ensure closure)

Agreed to, and accepted, by:

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parkdale Representative

\_\_\_\_\_  
Date

## **HOLD HARMLESS AGREEMENT**

This Hold Harmless and Indemnification Agreement ("Agreement") is entered into by and between \_\_\_\_\_ hereinafter "the Tenant", and Parkdale United Church, hereinafter "the Church", on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in Calgary, Alberta.

### **Recitals**

The tenant desires to rent the Church's premises and building, located at 2919 - 8th Avenue NW, Calgary, Alberta, for an event to be held on \_\_\_\_\_, and at other times as mutually agreed upon between the parties. The intent of this Agreement is to indemnify the Church from any claims arising from and related to the Tenant's use and rental of these premises.

### **Agreement**

FOR VALUABLE CONSIDERATION, the receipt of which is hereby acknowledged, the tenant and the Church agree as follows:

The tenant will indemnify and hold harmless the Church from any and all claims, actions, and judgments, including all costs of defense and legal fees incurred in defending against same, arising from and related to the Tenant's use and rental of the premises located at 2919 - 8th Avenue NW, Calgary, Alberta. The tenant's actions include the acts of the tenant's agents and employees.

The Church shall be entitled, in its reasonable discretion, to settle claims prior to suit or judgment, and in such event the Church shall indemnify and hold harmless the tenant for any such claims paid, including the Church's reasonable attorney's fees incurred resulting from such claim.

In the event any claim or suit is brought against the Church within the scope of this Agreement, the tenant shall pay for legal counsel chosen by the Church to defend against same. In the event either party files suit in a court of law to interpret or to enforce the terms of this Agreement, the party prevailing in such action shall be entitled, in addition to any legal fees incurred in defending against any third-party claim, to its reasonable legal fees and costs incurred in such action to interpret or to enforce the terms of this Agreement.

This Agreement shall be interpreted under the laws of the Province of Alberta.

I SIGN THIS DOCUMENT KNOWING AND APPRECIATING ITS CONSEQUENCES on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, at Calgary, in Alberta.

\_\_\_\_\_  
NAME OF AUTHORIZED REPRESENTATIVE OF THE TENANT

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE OF THE TENANT

\_\_\_\_\_  
NAME OF AUTHORIZED REPRESENTATIVE OF THE CHURCH

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE OF THE CHURCH

**PARKDALE UNITED CHURCH**  
**RENTAL CONTRACT ADDENDUM DURING COVID-19 PANDEMIC**

While the COVID-19 pandemic has now moved into an endemic phase and many of the strict government regulations are no longer in effect, there are still precautions we can take to ensure a healthy environment for all who use our building.

We recommend that all renters make known to their participants that should they feel ill, they should not attend any activities at Parkdale United Church. This protects everyone. Information regarding COVID symptoms can be found on the Alberta government website ([www.alberta.ca/covid](http://www.alberta.ca/covid)).

We continue to suggest good hygiene at all times, including the use of hand sanitizer and masking where appropriate.

Should circumstances change, Parkdale United Church will implement additional health restrictions as required. Information will be shared with renters and posted on the doors of the building.