

PARKDALE UNITED CHURCH

2919 8 Avenue NW
Calgary AB T2N 1C8
Phone: (403) 283-3301
Fax: (403) 283-6480
E-mail: parkdaleuc@telus.net

ONGOING BUILDING USE APPLICATION

Contact Information:

Application Date:	
Group:	
Applicant:	
Mailing Address:	
E-mail address:	
Daytime phone:	
Fax Number:	

Usage Details:

Date of Event:	
Recurrence:	Daily _____ Weekly _____ Monthly _____
Description of Event:	
Amount of time required for room (including set-up):	
Number of people expected:	
Room(s) required:	Board room _____ Conference room _____ Auditorium _____ Sanctuary _____ Labyrinth _____
Requirements (tables, chairs, kitchen equip., Organ, piano etc.)	
Room set-up requirements:	____ Chairs only - theatre style ____ circle ____ semi-circle ____ chairs around tables ____ # of chairs ____ # of tables _____
Audio visual equipment available for extra fee (TV, screen, DVD, VCR, whiteboard) \$25 one /\$35 two	

For office use only:

Rate per Day/Month:		
Total Charge:		
Approval by:		
Key #	Date paid:	Date returned

Rental Procedures

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

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

Notes:

Please notify the office of possible changes or additions as soon as possible.

Please notify the office whenever the group will not be using the space.

Payment Guidelines:

The monthly payment is due on the first day of each month for the duration of the Space Use Period, as specified above.

Cancellation Notice:

A two-month notice is required by either Parkdale United Church, or by the renter, prior to cancellation of this Space Use Agreement.

Alternate Space/Times:

Parkdale United Church reserves the right to relocate or reschedule meetings to rooms other than those identified in this Space Use Agreement to accommodate church programs and events.

Liability Insurance:

A copy of your liability insurance coverage must be provided for our files each September. As part of your liability insurance coverage, Parkdale United Church must be added as additional insured with respect to liability arising from the operations of the Named Insured.

Accidents/Incidents:

If any injury accident occurs during the time that the group is using Parkdale, an incident report must be submitted to the Parkdale Church office that includes the name of injured person(s), parents/guardians' names, date and time of accident, type of injury, etc.

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.

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).

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.