

Welcome to Parkdale United Church

Guidelines for Renting this Property

Use of our building or property may be provided to outside community groups based on the following conditions:

Appropriate space is available, taking into consideration the existing commitments to other groups, both inside and outside the Church. The Church is not available on Sunday mornings.

The user's activities are consistent with the mission statement of the church. Activities and conduct must be consistent with those reasonably expected in a church facility.

Avoiding or dealing with damage:

- A deposit will be taken to ensure that the cost of any failure to clean up properly is covered.
- Occasional users must sign a Hold Harmless Agreement in accordance to the United Church of Canada's insurance policy.
- Adequate liability insurance must be maintained for all long-term users for both building and grounds.
- Parkdale United Church reserves the right to ask for references, which may include security checks.
- Activities which are deemed a high risk of damaging the building will not be permitted.

Ongoing Building Use Applications may need to be approved by the Operations Committee.

Long-term building use commitments must be approved by the Congregation and Presbytery representatives.

Code of Conduct

We welcome you into our church building. We want to have a building that is environmentally sound, affordable, clean, and pleasant for everyone using it. With these goals in mind, we ask you to adhere to the following:

When you come in: Make sure the door is locked when your group has arrived. In the colder months, please post someone at the door until all members have arrived, then ensure the door is locked to prevent unexpected people who may take advantage of an unlocked door.

What space can you use? You are limited to using the rooms/areas identified for the times specified in the Building Use Application, and the nearest washrooms and passage to those rooms/areas. Users are not allowed to wander throughout the building. Children are welcome, but must be supervised at all times. Animals/pets are not allowed on the premises unless they are approved by our committee as certified visual support dogs.

Would you like to move any furniture? If furniture needs to be moved into or out of the rooms/areas identified, the Parkdale United Church office must grant prior permission. After your event, any furniture moved must be returned to its original location.

Water: Parkdale United Church strives to be environmentally friendly. There is a filtered water spout at the sinks in the foyer and downstairs kitchenette. Large water pitchers are available. We encourage the use of reusable water bottles.

Dishes/Glasses/Cutlery:

- We encourage the use of Parkdale's kitchenware. Please carefully clean and put away the dishes, glassware and cutlery used.
- If using the downstairs Conference Room, please load and start the dishwasher before you go.
- If using areas on the main floor, please follow the instructions for the sterilizer (dishwasher) in the kitchen.
- If disposable cups are used, please empty them and dispose of them in the garbage.

Cooking: You are welcome to warm food in our oven or on the stove, but you may not use it for cooking, as this is not a commercial kitchen. Please take any leftover food with you, or throw it in the garbage.

Audio equipment: A portable sound system is available for use at a cost of \$25.00 per event. The sanctuary sound system will be operated only by qualified Parkdale United Church personnel at an additional cost of \$25.00 per hour.

Walls: Tape or tacks cannot be used to affix items to the walls; please use sticky putty instead. There is a cork strip on the Conference Room wall where tacks can be used. Markers are to be used on the flip charts easels. Any damage to the walls from markers will result in the assessment of damage fees.

Whiteboards: Be sure to use dry erase markers only.

Smoking: Smoking/vaping/marijuana use is not permitted in the building, on the grounds, or the parking lot.

Alcohol: The use of alcoholic beverages is not permitted on Parkdale United Church property.

Other:

- All activities on the premises must be orderly and responsible.
- Users must abide by the City of Calgary noise bylaws. Outside doors are to remain closed to prevent noise from disturbing neighbors.
- No confetti or other difficult to clean items are allowed inside the church or on the church grounds.
- The applicant is responsible for the safety and security of Parkdale United Church and their guests.

Signage: While your group is gathering, you are welcome to post a temporary sign. Permanent signs, advertising an outside group's use at Parkdale United Church building or property is strictly prohibited.

Cleanup:

- The room(s) used by the Building User must be left in a reasonably clean condition.
- Any extraordinary clean-up resulting from the usage of the facility by the Building User will be charged to the renter at \$50.00 per hour and deducted from the damage deposit.
- The applicant will be responsible for paying for all damages caused by this function. If damages cost more than the damage deposit, additional charges must be paid within thirty (30) days.

Recycling: Please use our bins for recycling paper and the grey bin beside the parking lot exit door for tins and bottles.

Be Respectful: All forms of abuse, harassment or discrimination are unacceptable. Discrimination in terms of sex, age, race, color, creed, sexual orientation, or physical ability is not permitted.

Legal requirements: The Building User agrees to indemnify and save harmless Parkdale United Church, its legitimate agents, directors and employees from all manners of claims, actions, and liabilities that may arise out of this contract, however caused.

Closing up: When your gathering has ended, please follow the close-up routines set forth in the building use application. If you are the last group in the building ensure, all lights are turned off. Follow the guidelines for sanitizing after each use. Ensure the outside doors are properly closed.