

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.**

Type of use: 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.

Parkdale United Church 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:

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 the rest of the building. Children are welcome but must be supervised at all times.

Would you like to move any furniture?

If furniture needs to be moved into, or out of, the room/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, and we discourage the use of bottled water. There is a filtered water spout at the sinks in the foyer and downstairs kitchenette. Large water pitchers are available and we encourage the use of reusable water bottles.

Dishes/Glasses/Cutlery

- We encourage all people renting to use Parkdale United Church's dishes and cutlery. 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 easy 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 because this is not a commercial kitchen. Please take any leftover food with you or throw it in the garbage.

Need 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.

Protect the Walls

Tape or tacks cannot be used to affix items to the walls. Sticky putty may be used instead. There is a cork strip on the walls in the Conference room 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 damage fees.

Whiteboards

Be sure to use dry erase markers only.

Smoking

Smoking 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.

Take care! Be respectful!

- All activities carried on at a function must be consistent with those reasonably expected in a church facility.
- 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 (floors swept, dishes cleaned, etc.)
- 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 feel welcome to use our bins for recycling paper and the black bin outside the kitchen for tins and bottles.

Do unto others!

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.

The 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 out in the building use application.