



ROCKINGHAM UNITED CHURCH
12 Flamingo Drive, Halifax Nova Scotia B3M 1S5
www.rockinghamunited.org
email: church.office@rockinghamunited.org
Telephone: 902-443-2947

RENTAL AGREEMENT

THIS AGREEMENT, BETWEEN

Name: _____

Phone: _____ **Email:** _____

and

Rockingham United Church

AGREE to the following:

Date(s): _____

Time: _____ **Rate:** _____

BACKGROUND

Rockingham United Church (RUC), as part of its outreach mission, supports the use of our facility to community groups and commercial operations that serve the congregational mission and/or the greater good of the community but also reserves the right to cancel or refuse any application.

The Council of Rockingham United Church is the ultimate decision making body with regard to all rental agreements. The oversight of external rental groups has been delegated by the Council to be the responsibility of the Church Building and Property Committee.

The Congregation of Rockingham United Church are responsible for the maintenance and upkeep of the building, as well as the building equipment and fixtures.

All rentals are subject to the payment of the agreed upon fees and any other Operating and Maintenance or repair costs identified in this agreement.

In assigning space, the Ministry of the church must always come first. In the event that a booking may need to be altered as a result of a church event (for example and without limitation, a funeral, urgent congregational meeting, or other urgent church event), all efforts will be made to notify and work with the booking party as soon as possible so that other arrangements may be made.

GENERAL REQUIREMENTS

The following requirements apply to all rental groups. Additional appendices include specific requirements for each room rented including checklists.

Groups using the facility should note that the offices and other meeting rooms may be occupied during the same period of time and noise levels may vary depending on the activity. Every effort should be used to respect the needs of different groups using the facility.

Responsible Party: The individual or company delegate signing the agreement may not transfer responsibility to anyone else, and, is responsible for all persons using the facility under this agreement. The person signing this agreement is responsible for ensuring payment of the rental fee and other charges. The responsible party shall ensure that all space is restored to pre-rental condition at the end of the event.

No group or individual using any rental facilities provided by Rockingham United may contract, subcontract, loan or allow their space to be used for any other activity or by any other group or third party without the express written consent of Rockingham United Church.

Only those facilities covered by the Application will be used or accessed by the Renter. If the Tenant is found to be using other facilities during the period of use without permission of the Church, additional charges will apply, and any future bookings may be cancelled. Additional charges may apply if the Tenant is found to be using the facilities beyond the agreed upon time period.

Violation of any aspects of this agreement may result termination of the agreement or additional fees being charged against the applicant named on the contract.

REQUIRED DOCUMENTATION

Liability Insurance: You will maintain liability insurance with a limit of liability of at least \$2 million, and provide a certificate satisfactory to the Church Office prior your event. This is not open to negotiation as Rockingham United Church does not provide coverage for rental groups or their participants.

Liability Waiver: The Tenant will not hold Rockingham United Church liable for all claims of any kind arising from or related to the event, including without limitation, any claims for personal injury suffered by patrons, or staff, however caused. The Tenant shall indemnify and hold Rockingham United Church harmless against all claims, loss and damage arising from or related to the Tenant's use of the agreement, however caused.

Initial: _____

SAFETY and PROPERTY

The Tenant is responsible for familiarizing themselves with the location of fire exits, fire alarm pulls and extinguishers, first aid kits, AED and the telephone. Any use of emergency equipment must be reported to the church office.

Parking in the fire lane is prohibited. It must be kept clear in case of an emergency.

Smoking of tobacco or other substances including vaping is not permitted anywhere on church property.

Access to the facility: Access (entrance and exit) is by the side door only, unless accessibility access has been previously arranged for those individuals with mobility limitations. If required, any access key fobs that are issued are for the sole use of the individual named and are not to be loaned.

The Renter is financially responsible for all damage to the property, real or personal, of Rockingham United Church arising from or related to the renter's use of the facility, however caused.

All damaged or broken items must be reported to the Office immediately. The Office will complete an incident report for any damage, accident, or injury. This is to ensure that the matters are dealt with proactively and cooperatively, and that dangerous situations are not left for other users to encounter.

Renters shall not leave the doors propped open for entry. An individual shall be stationed at the door to permit entry or available to respond to door buzzer if the door is remaining locked.

Renters shall ensure the space rented is cleaned and all waste removed as well as ensuring the lights are off and outside doors are secured upon leaving. The renter shall also ensure the items on the specific room checklist (attached) are completed.

MINORS

any group where there are minors in attendance, a qualified adult instructor/monitor is to be in attendance at all times. Under no circumstances are minors to be left unattended. Proper ratios must be maintained for programming for children and youth.

DELIVERIES

Applicants having items delivered to the facilities for an event must have someone from their group on site to receive the delivery. RUC and its employees are not responsible for signing of any deliveries.

DISPUTE RESOLUTION and TERMINATION

In the event of a dispute arising from the interpretation or operation of this Rental Agreement, it shall be referred to the Parties' representatives, who shall use their best efforts to resolve the matter amicably. If such negotiation fails, the Parties agree to refer the matter to the Council of Rockingham United Church for resolution.

If a group decide to terminate their contract with Rockingham United, they must do so by providing a 2-week notice, or fees may apply. During this time, they will turn over all keys or fobs to the office, clean out any storage facility, as well as settle any outstanding amounts owed to Rockingham. Failure to do so will result in loss of damage deposit and an additional fee being charged to the organization or individual named on the rental agreement.

Rockingham United Church reserves the right to terminate the rental agreement for any breach of the terms of the agreement as well as to not renew any agreement.

REPRESENTATIVES

The following officials are designated as the representatives for the purposes of this Rental Agreement, and any written notices required under this agreement shall be delivered to:

1. For matters pertaining to Rockingham United Church, the church office, or Building and Property representative via:
Rockingham United Church
12 Flamingo Drive, Halifax, NS B3M 1S5
church.office@rockinghamunited.org, 902-443-2947
2. For matters pertaining to _____ or delegate via:
Name:
Phone:
Email:

By signing below both Parties acknowledge that they have read this Rental Agreement, any Appendices and any additional arrangements, understand its contents, and agree to abide by it to the best of their abilities.

Signed in Halifax,

Renter

Date

Authorized Representative of Rockingham United

Date

RENTAL APPENDIX - KITCHEN

In addition to the General Rental Agreement, the following conditions apply to the Kitchen. It is expected that the kitchen is to be cleaned and all items stored or removed as required.

Any additional arrangements for storage, waste removal or facility use shall be signed and appended to this document and become part of the rental agreement.

SAFETY

- While using the kitchen, the renter is responsible to ensure all food handling, preparation and storage requirements are followed.

EQUIPMENT and SUPPLIES

- The renter is responsible to provide any specialized equipment needed to support its activities that is not part of the standard kitchen equipment inventory.
- The renter is permitted to use the fridge/freezer while they are at the facility but must remove all items when they leave the building.
- Dish towels, aprons and rubber gloves are to be provided by the renter.

STORAGE

- There is no provision to store items in the church unless other arrangements have been made.
- The fridge and freezer can be used while using the kitchen but all renter items shall be removed when the rental time is completed.

GARBAGE

- The church does provide waste disposal.
- Garbage/compost/recyclables are to be removed by rental party at the end of the event. Please bring your own clear bags/blue bags as appropriate. Failure to remove garbage/compost/recyclables will be considered against the damage deposit refund.

CLOSING CHECKLIST

Supplies:

- All facility dishes, pots, utensils, and other items used are cleaned and placed in proper storage location.
- Soap and paper towel are replenished, if needed.

Floors:

- Swept and mopped ensuring no food scraps left
- Mops and brooms placed in proper storage location

Sinks/Dishwasher:

- Sinks are washed, rinsed and sanitized
- Dishwasher is drained and cleaned and turned off
- Dishwasher trays are placed under 'portable counter'
- Dishwasher liquid supply containers are checked for volume. (report low volume to church office)

Appliances/Utilities:

- Coffee makers and kettles are unplugged.
- Lights, stove top burners, ovens, dishwasher are turned off
- Oven, microwave, fridges and countertops wiped and cleaned.

Facility:

- Kitchen door is closed and locked
- Lights are turned off
- Outside door to facility is locked