

**EASTMINSTER UNITED CHURCH**  
310 Danforth Avenue, Toronto ON M4K 1N6  
Phone: 416-463-2179 Fax: 416-463-9410

**MEMO OF UNDERSTANDING**  
**Use of Rooms**

[Insert Date Here]

Eastminster United Church encourages community development and outreach by opening its doors and providing space at a nominal charge for individuals and organizations. This Memorandum of Understanding and the attached "Terms and Conditions" represent our agreement for use of space at Eastminster United Church.

The following dates, times, and rooms are reserved for [Insert Renter's Name Here] in our calendar.

| <b>Room</b>        | <b>Day(s)</b>       | <b>Time</b> | <b>Cost</b>             |
|--------------------|---------------------|-------------|-------------------------|
| E.g. Gym           | Saturday Sept 10/11 | 1pm-4pm     | 3hrs@\$35/hr = \$105.00 |
| Bowling Alley      | Saturday Sept 10/11 | 1pm-4pm     | 3hrs@\$20/hr = \$60.00  |
| <b>TOTAL</b> ..... |                     |             | <b>\$165.00</b>         |

Upon receipt of this memo, please remit a signed copy to Eastminster United Church, please clearly note "Use of Rooms" and your Form # on any further correspondence, along with your security and damage deposits.

If you have any questions or concerns, our booking line is 416-463-8878.

Eastminster United Church reserves the right to cancel any booking for the church's use and/or for movie/commercial shoots.

## Use of Rooms Policies

### ADMINISTRATION

- 1.1 **Booking:** a minimum of 2 weeks notice is required for booking room space from outside groups.
- 1.2. **Cancellation:** Cancellation of a booking between the time the Memo of Understanding is signed and up to 2 weeks prior to the event will result in the forfeit of the 50% non-refundable security deposit. Less than 2 weeks to the event, all monies are forfeited, except the 25% damage deposit that is returned.
- 1.3. **Changes to a booking:** After a Memo of Understanding is created, each requested change (e.g. time, date, room) on the part of the User will be subject to a **\$25 administrative fee.**
- 1.4. **Sound System:** Use of Rooms arranges for set up/strike down of the sound system by a trained technician, who will be paid from the rental fee from the user group. The cost for the rental of the sound system and technician is \$100 for an event (up to 3 hours), or \$50 per hour if the event exceeds 3 hours.  
  
No user group will be allowed to manage the sound system, without supervision of a trained technician.
- 1.5. **Payment:** At the time of signing of the Memo of Understanding, a payment of a refundable 25 % damage deposit (if there is no damage) and a 50% non-refundable security deposit are required. Two weeks prior to an event, the remaining 50% is required. If a booking is cancelled prior to 2 weeks, only the damage deposit is refunded. If a booking is cancelled with less than 2 weeks notice, the entire amount would be forfeited and the damage deposit would be refunded.
- 1.6. **Overtime:** The User will be charged for use of space if used beyond the booking time. Any overtime incurred by the custodian outside of church hours will be borne by the User @\$20/hr.
- 1.7. At the discretion of the Use of Rooms Programme, the User shall provide proof of any Public Liability Insurance of any public event, including personal injury, naming Eastminster United Church as a co-insured.
- 1.8. Eastminster United Church shall be saved harmless of all liability associated with the use, promotion, scheduling or availability of space. This agreement is at the exclusive risk of the User.
- 1.9. If the activity booked will involve receipt of monies, the Church must be provided with a copy of all promotional materials including information about prices, availability and purchase locations prior to any selling.

- 1.10. The User agrees to notify the Use of Rooms Co-ordinator with any changes of contract information.
- 1.11. Failure to comply with the *Terms & Conditions* for the use of space at Eastminster United Church may result in cancellation of booking and refusal of any future booking requests made by the User.

### **Terms & Conditions for Use of Space**

- 2.1 The User shall enter the building by the central doors on Jackman Avenue only, unless other arrangements are made, and may use the common areas: hallways, stairwells and basement washrooms in addition to their rented space.
- 2.2 The User shall respect the security of the building and refrain from propping open or unlocking any church doors. If doors are required to be propped open, then a person from the user group needs to monitor the door. Custodians alone may unlock doors to any rooms or the building.
- 2.3 The User agrees to use only the rooms booked for use. There will be no substitution for rooms booked. The User understands that bookings are subject to “bumping” at the discretion of the church. In the case of necessity, the church will make every effort to contact the User at the earliest possible opportunity and provide appropriate alternative space within the building. “Bumping” happens rarely. We make every effort to respect the needs of the User.
- 2.4 Church equipment including pianos, theatrical lighting, chairs, tables, sound system and kitchen etc. are not to be used without prior arrangement. Any damage to church equipment will be borne by the User.
- 2.5 The User will not unlock or move the grand piano unless supervised by the duty custodian. The custodian will check the condition of the piano prior and after its usage with the User who signs an agreement form. Any damage to the grand piano will be borne by the User.

### **CONDUCT & SECURITY**

- 3.1 The User accepts responsibility for the conduct of any of their guests and participants.
- 3.2 The User agrees to co-operate and not to interfere with the quiet enjoyment of other users of space of the church.
- 3.3 **Supervision of Children/Youth for non-structured groups: The ratio will be 1 adult supervisor to 10 children/youth. If this policy is not adhered to, Use of Rooms will discontinue booking space for a group.**
- 3.4 Payment must be received by the church along with one copy of the signed Memorandum of Understanding to secure booking prior to the usage of space.
- 3.5 The User will contact the duty custodian with respect to any problems with the room.

- 3.6 The church will not be responsible for loss and/or damage to the User's property.
- 3.7 No structural changes to the space are permitted.
- 3.8 The User will not use electrical appliances likely to overload circuits; will not move furniture between rooms; will place garbage in receptacles provided by the church; and will leave areas used as found.
- 3.9 No alcoholic beverages, smoking, gaming activities, lotteries, bingo, or animals are allowed in the building.
- 3.10 No food or beverages are allowed in the Sanctuary.
- 3.11 The User agrees to notify church staff in case of emergency.

**PROMOTING YOUR EVENT**

- 4.1 The User agrees to post bills only on bulletin boards provided and will refrain from posting bills to walls and other surfaces unless specifically authorised.
- 4.2 Promotional materials will clearly represent the name of the User, distinguish between the sponsor and location of the event, and be publicised only after confirmation of booking.
- 4.3 The church telephone numbers are not to be used on any publicity materials.

I have read and agree to this Memorandum of Understanding and will abide by the *Terms and Conditions* for Use of Space at Eastminster United Church.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Thank you for using our church facility.

Office/Use of Rooms Coordinator  
Eastminster United Church  
Tel: 416-463-8878  
Fax: 416-463-9410  
Email: eastminster@bellnet.ca <<mailto:eastminster@bellnet.ca>>