

AJAX ALLIANCE CHURCH

Regulations for a Single-Event Rental

1. **Proposed Use and Conduct of Renter:** This facility is owned and operated by Ajax Alliance Church ("AAC") and is a place of worship. Use of the facility must be consistent with the tenets of faith, mission, vision and core beliefs of AAC. The determination of whether any activity, conduct, exhibit, portrayal or performance is consistent with the mission, vision and core beliefs of AAC rests solely in the discretion of AAC. The Renter will not permit the facility to be used for any purpose that may be objected to by AAC or for immoral, improper or illegal purposes. The Renter will not permit the use of vulgar or profane language in the facility. The Renter will not do or permit to be done any act that shall or may be a nuisance, annoyance, inconvenience or damage to AAC or its members and persons lawfully using the facility. AAC reserves the right to evict any function for the failure to observe proper conduct.
2. **Hours of Use:** The AAC facility will only be made available within the approved time as indicated on the rental agreement. The facility must be vacated at the end of the approved time. Doors will open 30 minutes prior to and remain open 30 minutes after the specified rental period to allow for set up and clean up.
3. **Designated Areas:** Only those areas authorized for the use in the rental agreement may be used. Use of areas beyond those identified in the rental agreement will result in termination of the agreement and forfeiture of security deposit.
4. **Exits and Entrances:** Exits and entrances must not be obstructed at any time. Parking of vehicles in fire lanes is prohibited. Persons who do so risk having their vehicle ticketed and/or towed away at their own expense.
5. **Supervision:** The Renter must designate a Supervisor who is 21 years old or older to be on site during the entire event, in charge at all times overseeing all activities, participants and invitees and will ensure compliance with these rules and regulations. The Supervisor must immediately report to AAC any damage noted by or caused by the group. In an emergency, such as fire, the Supervisor will be responsible for directing the evacuation of the room. AAC reserves the right to decide when and if security or church personnel is required. Such special security or church personnel, if required, will be charged to the Renter.
6. **Emergency Evacuation:** The renter will familiarize themselves with the closest emergency exits and evacuation routes. In case of emergency, the renter will ensure their guests are evacuated through the closest available emergency exit.
7. **First Aid Kit:** The renter is responsible for bringing their own first aid kit & supplies (i.e. Ice packs)
8. **Damage, breakage or missing:** Renter will be responsible for all damages caused to AAC during the event. Renter will be expected to assume responsibility for reasonable care of the AAC property. Repair or replacement of damaged or missing equipment, furniture or fixtures, over and above the damage deposit, will be paid for by the Renter. Additional custodial needs will result in additional fees.
9. **Moving Furniture and Fixtures:** No furniture, fixtures or equipment are to be removed from the facility. Furniture and equipment may not be taken outdoors unless prior approval from AAC is obtained.
10. **Fundraising:** Fundraising activities at the facility require prior approval. Games of chance, lotteries, and all other forms of gambling are not permitted.

- 11. Property belonging to Renter:** The Renter will remove all properties which they have brought to the facility, and such removal must be made by the end of the rental period. AAC shall not be responsible for lost, stolen or damaged property belonging to the Renter, its participants or invitees, before, during or after the rental. AAC does not accept responsibility for equipment or items left on AAC's property.
- 12. Signs & Decorations:** Decorations and posters are allowed however only painters tape or removable sticky tack are to be used to affix decorations. Tacks, nails or any means that puncture the walls, floors, or ceiling are strictly prohibited. Confetti, rice or similar particulates are not permitted. Helium balloons are not permitted in the Auditorium unless they are securely anchored. Any additional custodial needs will result in additional fees.
- 13. Candles:** The use of candles is only permitted in the Fellowship Hall for the momentary lighting of birthday candles.
- 14. Smoking:** Smoking is not permitted on AAC property at any time. Any violation will result in the forfeit of the damage deposit.
- 15. Pets:** Pets are not permitted to be brought into the building.
- 16. Food or drink:** No food or drink, other than water, is allowed in the Auditorium. For those renting the Fellowship Hall, please do not bring foods with nuts.
- 17. Alcohol:** The use or serving of alcoholic beverages is prohibited on AAC property.
- 18. Maximum Capacity:** The maximum capacity of the Auditorium is 250 persons. The maximum capacity of the Fellowship Hall is 125 persons. Under no circumstances can the building's legal occupancy limit be exceeded.
- 19. Parking:** Parking must be confined to AAC's parking lot. No parking is allowed on fields, laneways, next door plaza, next door public school. Renter is solely responsible and liable for all vehicles and the contents inside vehicles that enter or park on AAC property to attend the Renter's event. AAC does not guarantee the availability of parking spaces. Overnight parking is strictly prohibited.
- 20. Security Deposit to Hold the Reservation:** The Renter shall pay 25% deposit of the total rental fee to hold the reservation. Payment can be made by cash or cheque made payable to "Ajax Alliance Church". N.S.F. cheques will be charged back to the Renter with a \$40 administration fee.
- 21. Rental Fee:** The Renter shall pay the balance of the fee for the area required on the final payment date stated in the rental agreement. Failure to do so will result in termination of the agreement and forfeiture of security deposit. Payment can be made by cash or cheque made payable to "Ajax Alliance Church". N.S.F. cheques will be charged back to the Renter with a \$40 administration fee.
- 22. Damage Deposit:** On the final payment date stated in the rental agreement, the Renter shall pay a damage deposit. The damage deposit will be returned within 2 weeks of the end of the rental, less any deduction for damages, missing equipment or extra cleaning charges, if applicable.
- 23. Pastor's Fee:** On the final payment date stated in the rental agreement, the Renter shall pay for the Pastor, if requested. Payment can be made by cash or cheque made payable to "Ajax Alliance Church." N.S.F. cheques will be charged back to the Renter with a \$40 administration fee.
- 24. Sound System and Visual System Technician Fee:** The Auditorium is equipped with a sound system and a visual system. The Renter shall pay for the technician, if requested, on the final payment date stated in the rental agreement. Payment can be made by cash or cheque made payable to "Ajax Alliance Church". N.S.F. cheques will be charged back to the Renter with a \$40 administration fee.

- 25. Clean-up Fee:** Renter will leave the designated area in a clean condition with all decorations removed, tables cleared, and garbage bags tidy up, ready to be cleared. The Renter shall pay the cleaning service fee at the time of booking. Payment can be made by cash or cheque made payable to "Ajax Alliance Church." N.S.F. cheques will be charged back to the Renter with a \$40 administration fee.
- 26. Cancellation by Church:** AAC reserves the right to cancel or change the date of a rental date for ministry purposes or due to unforeseen circumstances (i.e. Funeral). Ministry activities of AAC have priority over all other uses. Renters will be given 14 days notice if the facility is unavailable. A full refund will be provided. Furthermore, AAC will not be held responsible for any failure to provide access to the facility due to circumstances beyond AAC's control.
- 27. Cancellation by Renter:** All notice of cancellations must be in writing and submitted to AAC. There will be no refunds for cancellations within 30 days of the rental date. A minimum \$50 or 10% administration fee will be withheld from any refunds (whichever is higher). Penalties may be waived at discretion of AAC.
- 28. Applicable laws:** The Renter will not conduct or permit any activity in the facility which is illegal.
- 29. Transfer and assignment:** The rental agreement is not transferable or assignable by the Renter.
- 30. Disclosure:** It is understood and agreed that the Renter named in the rental agreement is the real party in interest and the Renter is not acting for or on behalf of an undisclosed principal and should it hereafter appear that the Renter is not a real part in interest, that fact shall be grounds for permitting AAC to immediately cancel the rental agreement and any remaining portion of the time thereof without liability on the part of AAC. The rental fee will be forfeited.