

**Parkdale United Church**  
 2919 8<sup>th</sup> Avenue NW  
 Calgary, AB T2N 1C8  
 Phone: 403-283-3301  
 Email: [parkdaleuc@telus.net](mailto:parkdaleuc@telus.net)

**OCCASIONAL BUILDING USE APPLICATION**

<b>Application date</b>	
<b>Contact Name</b>	
<b>Rental Organization</b>	
<b>Billing Address</b>	
<b>Email Address</b>	
<b>Phone</b>	

<b>Date of event</b>	
<b>Time of event</b>	
<b>Description of event</b>	
<b>Amount of time in room</b>	

<b>Rooms available: Downstairs Board Room, Conference Room, Labyrinth, Auditorium, Kitchen, Sanctuary, Upstairs Board Room</b>
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<b>Set-up Request</b> (please circle) Chairs – theatre style Chairs – circle Chairs – semi-circle Chairs – around tables Number of chairs _____ Number of tables _____
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**Other Available Items** (please circle)

\$30 for one item, \$40 for 2 or more

Projection screen, whiteboard (pens and erasers included), flipchart easels, portable sound system, cordless microphone, corded microphone, rear projection TV with DVD/VCR capacity

**Sanctuary Rentals Only**

Audio (Microphones)

Number required \_\_\_\_\_

Yes/No music played over the sound system

Yes/No instrumentalist or singer requiring a microphone

Yes/No audio for a video presentation

Visual:

Yes/No livestream/recording

Yes/No projection

Yes/No PowerPoint

Yes/No video with or without sound

The sanctuary sound system will be operated by a Parkdale United Church sound technician at the rate of \$30 per hour. The sound technician must be present for the duration of your event.

Number of hours required of the PUC sound technician: \_\_\_\_\_

**For office use only**

\$100 booking fee/damage deposit paid on \_\_\_\_\_

\$75 key deposit paid on \_\_\_\_\_

Key # \_\_\_\_\_ Key returned on \_\_\_\_\_

Rental fee \_\_\_\_\_

Audio-visual equipment fee \_\_\_\_\_

Additional custodian fee \_\_\_\_\_

PUC sound technician fee \_\_\_\_\_

Total fee \_\_\_\_\_

## **Rental Terms and Agreements**

Bookings will be finalized upon completion of the application form, receipt of the \$100 booking fee/damage deposit, and confirmation from the church office.

The **\$100 booking fee/damage deposit** will be refunded, at the discretion of the office staff of Parkdale United Church, if the room(s) as identified in this Space Use Agreement is left in the condition it was found.

**Rental fees** must be paid a minimum of **14 days** in advance of the booking unless other arrangements have been made. Bookings will be cancelled if payment is not received in a timely fashion.

A **\$75.00 key deposit** is required upon the issuance of a key. This deposit will be refunded upon return of the key.

**Cancellation notice** is required in writing to Parkdale United Church

- Cancel more than a month from anticipated use: no penalty
- Cancel more than 1 week but less than a month from anticipated use: 25% penalty
- Cancel less than 1 week from anticipated use: 100% penalty

Parkdale is a non-smoking, non-gambling facility.

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

Outdoor signage: Temporary signage is not permitted on church property.

Storage space: Ongoing storage space will not be offered to rental groups.

All outside doors must be kept closed and monitored or locked at all times.

Furniture in the rented space may be rearranged as long as all items are returned to their original position before you leave. The office must be consulted prior to moving items on the sanctuary stage.

Kitchen Use: If using the kitchen, each renter must provide their own tea, coffee, cream, sugar, etc. PUC coffee machines and dishes may be used. Renters must tidy the area, clean counters, wash dishes, cutlery and cooking utensils using the dishwasher/sterilizer, ensure appliances are turned off, remove all garbage to the outdoor garbage containers and sweep and/or mop the floor. Please take all leftover food with you.

Children: Children must always be supervised. Renters are only allowed in the space stated in the agreement.

Recycling: Please use the grey bin beside the parking lot exit for bottles, cans, and juice boxes.

Rooms cannot normally be booked over a 24-hour period unless special arrangements have been made.

Accidents: If an accident occurs during the rental period, an incident report must be submitted immediately to the Parkdale United Church office including name (for a child, include parents/guardian names), contact information, date and time of incident, type of injury, and action taken.

Sunday bookings begin at 1:00 p.m. The church facility is not available to rental groups on Sunday mornings.

### **Close-Up Routine:**

Renters must return the space to original condition. The last person to leave the building must do a complete walk-through of all rooms/areas of the building that were used by the group(s) to ensure the following:

- All lights are out
- No water is running
- Garbage is removed
- All windows are closed
- All interior doors closed
- All candles and other fire extinguished
- All blinds have been returned to their original position
- All electrical appliances are turned off or unplugged
- All stove burners are turned off and checked
- All of the exterior doors are secured and locked (Push on to ensure closure) (Arming of the doors is done automatically by the security system)

### **Affirming Statement:**

It is understood and accepted by all rental parties that Parkdale is an inclusive congregation. Therefore, it will not accept on its premises any discrimination based on age, color, ethnic, religious, or linguistic background, gender, gender identity, social or economic circumstances, sexual orientation and physical or mental capabilities. The parties to this agreement accept that everyone who comes to Parkdale is entitled to equal treatment and respect.

Agreed to and accepted by:

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_

**HOLD HARMLESS AGREEMENT**

This Hold Harmless and Indemnification Agreement ("Agreement") is entered into by and between \_\_\_\_\_ hereinafter "the Tenant", and Parkdale United Church, hereinafter "the Church", on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ in Calgary, Alberta.

The tenant desires to rent the church's premises and building, located at 2919 8th Avenue NW, Calgary, Alberta, for an event to be held on \_\_\_\_\_, and at other times as mutually agreed upon between the parties. The intent of this Agreement is to indemnify the Church from any claims arising from and related to the Tenant's use and rental of these premises.

**Agreement**

FOR VALUABLE CONSIDERATION, the receipt of which is hereby acknowledged, the tenant and the Church agree as follows:

The tenant will indemnify and hold harmless the Church from any and all claims, actions, and judgments, including all costs of defense and legal fees incurred in defending against same, arising from and related to the Tenant's use and rental of the premises located at 2919 8th Avenue NW, Calgary, Alberta. The tenant's actions include the acts of the tenant's agents and employees.

The Church shall be entitled, in its reasonable discretion, to settle claims prior to suit or judgment, and in such event the Church shall indemnify and hold harmless the tenant for any such claims paid, including the Church's reasonable attorney's fees incurred resulting from such claim.

In the event any claim or suit is brought against the Church within the scope of this Agreement, the tenant shall pay for legal counsel chosen by the Church to defend against same.

In the event either party files suit in a court of law to interpret or to enforce the terms of this Agreement, the party prevailing in such action shall be entitled, in addition to any legal fees incurred in defending against any third-party claim, to its reasonable legal fees and costs incurred in such action to interpret or to enforce the terms of this Agreement.

This Agreement shall be interpreted under the laws of the Province of Alberta.

I SIGN THIS DOCUMENT KNOWING AND APPRECIATING ITS CONSEQUENCES

on

this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, at Calgary, in Alberta.

\_\_\_\_\_  
NAME OF AUTHORIZED REPRESENTATIVE OF THE TENANT

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE OF THE TENANT

\_\_\_\_\_  
NAME OF AUTHORIZED REPRESENTATIVE OF THE CHURCH

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE OF THE CHURCH