



2012 Occasional Usage Agreement

Please read this agreement carefully before filling out rental application at the end of this form.

1. In order to accommodate Church programming Valleyview will only confirm a booking request two months in advance of the date. Upon confirmation of your date you must provide Valleyview with three cheques.

- i). Deposit Cheque for 50% of cost..... dated for the **confirmation date**
- ii). Cheque for remainder of the costdated for the rental date
- iii). \$100.00 Damage Depositdated for the rental date

- The damage deposit cheque will be returned after the event upon the facilities having been determined to have been left in good order with no damage, subject to the other terms of this document.

In case of an overtime usage, damage, loss, or any mess the damage deposit will be put towards any costs incurred to remedy these things.

*-**There is a \$25.00 fee for NSF cheques**, and Valleyview reserves the right to ask for a certified cheque or money order, or to refuse usage, if that group applies again.*

2. Space Users will assume all responsibility for parties associated with their rental of the facilities and will insist that they abide by the following guidelines.

- **Supervise public access to the facilities during your event to ensure building security**
- Using only the spaces outlined in this usage agreement.
- Using the spaces solely for the event described in this agreement.
- Refrain from moving furniture / instruments in spaces unless permission is obtained in advance.
- No smoking inside the building, or on the property.
- No candles or fire in inside the building or on the property
- No alcohol in the building, or on the property unless written permission is obtained in advance.
- No activities which might damage the facilities.
- No animals or pets.
- No excessive noise.

Failure to abide by these guidelines can result in the loss of your damage deposit.

3. Space Users agree to leave the facilities clean and tidy and in the condition they were found.

Should any clean-up be required after an event, the user will be fined \$50.00. Any damage or loss caused by a user will be assessed and repaired and the damage deposit shall applied towards the cost. The user will be billed for any additional costs not covered by the damage deposit.

4. Space users agree to pay overtime charges if they go beyond the time specified in the rental agreement. Users will be charged the regular rental rate for each half hour they exceed their allotted usage time, and this shall be deducted from their damage deposit.

5. If the Space User must cancel, the Church Office must be contacted and the cancelation confirmed by Church staff. The following refund rates shall apply.

- 2 weeks or more notice.....full confirmation deposit refund
- 1 – 2 weeks notice.....75% confirmation deposit refund
- 2 days to a weeks notice.....50% confirmation deposit refund
- Less than 2 days notice.....no confirmation deposit refund

6. Upon the signing of this rental agreement, the person making this booking agrees that he/ she or the organization they represent will be responsible for any damage caused to the Valleyview's facilities and/or its equipment.

7. Upon the signing of this rental agreement, the person making the application agrees that he/she or the organization they represent will be responsible to indemnify Valleyview Community Church, its trustees, and employees, against any claim for loss, damages or injury which may be made by any person using the Valleyview Community Church facilities or equipment during the rental period outlined in this agreement.

8. Valleyview is not responsible for canceling a booking due to emergencies such as fire, flood, or damage to the facility which renders it unusable.

9. Valleyview reserves the right to cancel a booking 5 days in advance with full deposit refund if the facilities *must* be used for the funeral of a church member, when no other options are available.

Rental Fees / Packages & Options

1. Standard Sanctuary and Foyer Package

Business/ Personal usage: \$120.00 hr
Community usage: \$90.00 hr

Includes:

- 3 plastic rectangular tables and 100 chairs.
- PA Support: CD player and 1-3 microphones.
- Video Projection available
- Usage of Coffee Machine and Serving Carafes. (user supplies Coffee & condiments)
- 2 bags of garbage disposal. (extra garbage and recycling must be disposed of by renter)

Notes:

- i) Sanctuary stage is to be used as is (i.e. without moving anything_ unless written permission in advance is given to rearrange stage set-up. Usage of piano or drums for music recitals is permitted*
- ii) For usage of more than 6 hours but less than 8 hours, the daily maximum rate is \$750.00. Usage over 8 hrs per day falls under a different space usage policy. Please contact our Church Office for further information.*

2. Sanctuary Only

Business/ Personal usage: \$80.00 hr
Community usage: \$60.00 hr

Includes:

- 3 plastic rectangular tables and 100 chairs.
- PA Support: CD player and 1-3 Microphones.
- 1 bag of garbage disposal. (extra garbage and recycling must be disposed of by renter)

Notes:

- i) Sanctuary stage is to be used as is (i.e. without moving anything) unless written permission in advance is given to rearrange stage set-up. Usage of piano or drums for music recitals is permitted.*
- ii) With the Sanctuary Only package all event activities **must** be conducted within the Sanctuary space. Failure to do so will result in loss of your damage deposit.*

3. Foyer Only

Business/ Personal usage: \$60.00 hr
Community usage: \$40.00 hr

Includes:

- The Foyer has apx 625 sq ft of usable space
- 2 plastic rectangular tables and up to 35 chairs.
- Usage of the Large wall mounted TV. (renter provides laptop or DVD player or SD card)
- 1 bag of garbage disposal. (extra garbage and recycling must be disposed of by renter)

*Note: With the Foyer Only package all event activities **must** be conducted within the Foyer space. Failure to do so will result in loss of your damage deposit.*

4. Options

Stage Fully Cleared for usage.....	\$100.00 charge
Additional P.A. Support	
Extra microphones.....	\$ 5.00 hr per mic
Simple Audio Recording to CD.....	\$ 30.00 charge
Full system usage, monitors etc.....	\$ 20.00 hr
Sound Technician.....	\$ 15.00 hr
Video Projection.....	\$ 15.00 hr
Coffee Maker / Serving Carafes.....	\$ 15.00 hr
Extra Round Tables.....	\$ 10.00 per table
Extra Rectangle Tables.....	\$ 5.00 per table
Extra Plastic Chairs (Max 75).....	\$ 1.00 per chair

Valleyview Space Booking Form

Name / Organization:	Mailing Address:
Contact Person:	Phone:
Email:	Best time to contact:
Rental Date(s) Requested	Type of Usage: () Community () Business () Personal
Time(s)	
Description of Event:	

Please calculate your cost by filling in the appropriate blank spaces in the form below

Select Space & Extras	Bus / Per \$	Comm. \$	Extras	Event Hours	Cost
1. Sanctuary / Foyer Combo	120.00 hr	90.00 hr	-----		
2. Sanctuary Only	80.00 hr	60.00 hr	-----		
3. Foyer Only	60.00 hr	40.00 hr	-----		
Extra Microphone	-----	-----	\$5 hr		=
Full P.A. System use, monitors etc...	-----	-----	\$20 hr		=
Sound Technician	-----	-----	\$15 hr		=
Video Projection	-----	-----	\$15 hr		=
Coffee Maker / Carafes	-----	-----	\$15 hr		=
Extra Round Tables	-----	-----	\$10 tble	x amount	=
Extra Rectangle Tables	-----	-----	\$5 tble	x amount	=
Extra Plastic Chairs (75 max)	-----	-----	\$1 chr	x amount	=
Audio Recording to CD	-----	-----	\$30 fee	-----	=
Stage fully cleared for usage	-----	-----	\$100 fee	-----	=
Total Cost					=

Please sign and date and submit pages 4 and 5 of this form to our Church Office

I hereby make this booking request in agreement with all policies and guidelines set forward in this Occasional Usage Agreement and agree to pay all usage costs in full.

Signature: _____ Date: _____

Send via email to office@valleyviewpc.org

or call 403-249-6006 to drop off in person

or send by mail to:

Valleyview Community Church
7655 26th Ave SW, Calgary AB
T3H 3X2

We will contact you to confirm your booking. Upon confirmation please send a cheque for 50% of the total as a deposit for your booking, another cheque for the amount owing dated for the event, plus your damage deposit cheque in the amount of \$100.00. Please make cheques out to:

Valleyview Community Church

Office use only

Approved by: _____ on date: _____

Booking Confirmation Date: _____

Custodian Confirmed: _____ phone# _____

Deposit Cheque Received: y / n notes: _____

Amount Owning Received: y / n notes: _____

Damage Deposit received: y / n notes: _____

Damage Deposit Returned: y / n Signature: _____

Notes: