



Trinity United Church

220 Richmond Street • Charlottetown, PEI • C1A 1J5 •
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Facility Rental Agreement

Note: To secure your booking, this completed/signed agreement must be approved by Trinity United Church prior to the day of the event.

Contact Information: (Please print)

Group Name: _____ Group Contact Name: _____

Group Type: Non-Profit: _____ Commercial: _____

Address (mailing): _____

Work Phone: _____ Home Phone: _____ E-mail: _____

Rental Information:

Purpose of Rental/Description of Activity:

No. Expected: _____

Room (s) Requested: (check)

- Gymnasium
- Upper Hall
- Youth Lounge
- Single Classroom Room # _____
- Chapel
- Sanctuary
- Parlour
- Nursery
- Kitchen: Fridge ___ Stove ___

Requirements:

Chairs ___ # Tables ___

- Equipment _____
- Custodian _____

One Time Rental

Date: _____

Start Time: _____ End Time: _____
(Including Set-up) (Including Clean-up)

Ongoing Rental

Start Date: _____

End Date: _____

Start Time: _____ End Time: _____
(Including Set-up) (Including Clean-up)

Excluded Dates:

(Please list any dates during this time period you will not require use of the room)

_____|_____|_____|_____

_____|_____|_____|_____

For Office Use Only:

Date Received: _____

Rental Fee Amount: _____

Approved by (signature): _____

Date Approved: _____

Certificate of Insurance Received _____

Trinity United Church Facility Rental Agreement

Terms and Conditions

- The contact person named on this agreement is at least 18 years of age
- Adult supervision is provided by groups with youth under the age of 18
- Any additional time required for setup or take down must be booked in this agreement and charged in the rental fee
- A Certificate of Insurance stating Trinity United Church (TUC) is an additional insured may be required from the renter dependant on the rental purpose and/or activity
- Alcoholic beverages, illegal drugs, foul/abusive language and gambling are prohibited
- Tobacco and tobacco related product use is prohibited in the TUC and Christian Education Centre (CEC) buildings and within 15 ft.¹ of any entrance
- The TUC and CEC are scent free spaces
- Members of the rental group are to stay with their group in their assigned room(s)
- No nails, tacks, staples etc. are to be driven into the facility walls
- No tape, glue or gummed hangers are to be fixed to the walls
- Renters leave the room(s) tidy after their event is finished: clean up spills, sort all garbage in supplied bins, return furniture to the original setup if rearranged for the event and turn off lights
- Event/activity will not extend beyond agreed time unless with prior approval
- Renters will be charged for any missing and/or damage to property and/or equipment during their assigned time. Damage is reported to the Office Administrator
- Group size/attendance must not exceed the determined maximum capacity for the space
- In the event of a necessary church function (e.g. funeral) the renter may be asked to move to another room or select another time. As much advance notice as possible will be given
- Set up of renter supplied equipment must not block or impede fire/emergency evacuation
- TUC security staff is on site after business hours for the duration of the event
- Kitchen use is limited to use of stove and fridge for heating, chilling, storing, serving and cleaning up of prepared food and beverages.
- Church equipment use is subject to availability and approval is included in the agreement
- Issues with building systems (e.g. lighting, heating, plumbing) are to be reported to the Office Administrator
- If responsible for children or youth, the renter must stay until all are picked up by parents or responsible party.
- The TUC and CEC facilities are used by many groups. Please respect the privacy of others and refrain from disturbing others.
- **In the event of a fire alarm, leave the building immediately by the closest exit and move to the designated gathering place at the Murphy Community Centre parking lot, across from the front of the church on Prince Street. Note the exit routes posted throughout the building. The cause of the alarm will be determined by the fire officials before re-entry is permitted.**

I have carefully read and agree our group will abide by these Terms and Conditions of the Trinity United Church Facility Rental Agreement.

Signature _____ Date _____/_____/_____
(Rental Group Authorized Representative) (Day) (Month) (Year)