**EMMANUEL UNITED CHURCH**

**Contract for Room Use**

871 Upper Ottawa St. Hamilton ON L8T 3V4

euchamilton@gmail.com www.emmanueluc.com

|  |
| --- |
| NAME OF PERSON/GROUP/COMMITTEE/ORGANIZATION: |
|  |
| Address: |
|  |
| Purpose of Event: |
| E-Mail: |
| Date of Event: |  | Time: |  | [ ] am [ ] pm |
|  |
| **Room Requirements, etc.** |  | **Fee** |
| Room(s) |  |  |
| Main Kitchen Usage |  |  |
| Set-Up (**Fellowship Hall**) | [ ]  Required [ ]  Not Required |  |
| Tables | Number Needed:  |  |
| Chairs | Number Needed:  |  |
|  |  |  |
| **Total** |  |
| **Please Initial the Following** |
|  | I have **read** the ***Guidelines for Using the Facilities of Emmanuel United Church*** and agree to abide by them. |
|  | I **agree** to provide a **Security Deposit of $250.00 cash** which will be returned providing that the conditions of the contract agreement have been met and there is no damage to the building and contents and the room(s) have been left in an acceptable manner according to the Guidelines. |
|  |  |
|  |  |
|  | I **agree to provide cash for the above room usage and or services** amount prior to the day of the event |
|  |  |
|  | I understand that Emmanuel United’s insurance does not cover the costs of items stored on the premises and I (we) should obtain separate coverage for said items. |
|  | I will not display/play/show any copyrighted material that is unlicensed.  |
|  | I will obtain and supply a Certificate of Insurance issued in the name of Emmanuel United Church for Event Liability Insurance in the amount of $2,000,000.00. |
|  |
| **Phone** |
| **Print Name:** |  |
| **Signature:**  | **Date:** |
| ***Office Use Only*** |
| **For Emmanuel United:** | Print Name | Meredith Taylor |
|  | Signature  |  |  |
| Notes: |  |
|  |  |
| Copy to | [ ]  Applicant | [ ]  Office |  |
|  |
| ***Application/Contract Form*** | ***Revised April 24, 2024*** |

**Guidelines For Use of Facilities**

|  |
| --- |
| In compliance with By-Law 98-140 of the City of Hamilton United  |
| **Smoking is not permitted** anywhere within the Emmanuel |
| Church Building or within **10 metres** of any entrance or exit. |
| The Church Board of Emmanuel United Church has deemed that  |
| **No alcohol, beer, or wine** will be sold, served or  |
| consumed on the premises |

**GENERAL GUIDELINES**

**Use of the Rooms –** When a Contract is signed it is only for the use of those rooms which have been requested, plus the washrooms and the entrance areas. Under no circumstances are other rooms and facilities to be used without permission of the Room Coordinator or designate.

**Security Deposit –** A $250.00 cash security deposit is required for all room usages. This will be returned to the individual/group/organization if the conditions of the contract agreement are met, there are no damages to the building or contents and if the building has been left in an acceptable manner (to be determined by the building supervisor).

**Room Usage Payment** - Cash for the requested amount, to be handed into Church Office prior to the day of the event.

**Set up and Take Down of Chairs/Tables –** If you require a set up there is a charge for this service, please ask the Room Coordinator.

**Access to the Building -** Arrangements will be made to provide you with a key and instructions and a church representative will acquaint you with the location of lights and review any cleanup procedures.

**Usage Times – Room usage is based on 8 hours,** set up may be possible the previous day, please consult with the Office. Unless special arrangements have been made with the Office Administrator, you can gain access to the building up to 1 hour prior to your event. All events must be terminated by 11:00 p.m. and the building cleared by 11:30 p.m.

**Parking - Vehicles** are to be parked at the rear of the building. No parking in Fire Lance.There is a **handicapped** entrance with a ramp on the South Side of the Building

**Opening the Building** – Using the key provided, enter through the southwest doors (Office Entrance). If necessary, the air conditioner or the furnaces will be turned on ahead of time for your event. Please do not tamper with the thermostats in any room. All visitors must enter via the Glass Doors on the south side of the building.

**Decorations** – **No Latex balloons** are allowed (Mylar acceptable). These are to be removed following your event and taken away. They must not be left up on the walls. No decorations are permitted to be attached to any light fixture

**Stacking of chairs/tables –** If you require chairs and tables to be set up, please arrange this at the time you make out your contract. There is a fee for this service and arrangements will be made to have the chairs and tables set up and taken down again.

**Washrooms** – Check that all washrooms are clean, paper litter is off the floor and that all taps have been turned off. Please turn out the lights before you leave.

**Elevator Usage** – A key and operating instruction will be provided if use of the elevator is requested.

**Emergency Telephone** – There is a telephone located in the library next to the main office in the Narthex.

**First aid stations** - There are First Aid Kits located in the library next to the main office in the Narthex and in the Fellowship hall kitchen.

**FIRE and SPRINKLER ALARMS**

The building is monitored by ADT Alarms Systems. If you detect **FIRE** or **SMELL SMOKE**

1. **GO TO THE NEAREST PULL STATION AND PULL DOWN THE LEVER AND THEN PROCEED QUICKLY TO THE NEAREST EXIT. DO NOT RUN.**
2. **DO NOT USE THE ELEVATOR**
3. **IF THERE IS ANYONE UPSTAIRS, PLEASE ASSIST THEM IN LEAVING THE BUILDING.**
4. **CALL 911 AND INDICATE THAT THERE IS A FIRE or SMELL OF SMOKE AT EMMANUEL UNITED CHURCH, 871 UPPER OTTAWA.**
5. **DO NOT RE-ENTER THE BUILDING, CHECK OUTSIDE THAT ALL OCCUPANTS HAVE BEEN EVACUATED.**

**AT THE END OF YOUR EVENT, UPON EXIT, ENSURE THE FOLLOWING IS DONE:**

* **Garbage –** You are responsible for the bagging and the removal of all waste items, including excess food. **Please take garbage with you at the end of your event or you may be subject to a fee for removal.**
* **Lights, fans –** Please see that all fans and lights have been turned off before you leave.
* **Doors –** Please see that all exterior doors are closed and locked. Check to see that the door latch is caught.
* **Floors –** Please see that all loose materials, (i.e. dirt) has been cleaned up from the floors. There is a utility closet/chair room off the southeast corner of the Fellowship hall which has mops, brooms and dustpans and also located in the Upper room kitchen as well.
* **Washrooms –** Check that all washrooms are clean, paper litter is off the floor and that all taps have been turned off. Please turn out the lights before you leave.

**EMERGENCY NUMBERS:** If there are problems or concerns while you are using the facilities of Emmanuel Church, please call one of the following persons;

Chair of Property Tom Moffatt 905-464-7839

Heating/Cooling (**Before 9pm**) Bill Webster 905 389 9042