



FACILITY RENTAL REQUEST FORM

EVENT NAME: _____ **APPLICATION DATE:** _____

Description of Event: _____

Organization: _____ Contact Person: _____

Cell Phone: _____ Other Phone: _____

Full Address: _____

E-mail: _____ ☐ I will obtain Liability Coverage for this event as per policy (#2)

EVENT DATE(S) REQUIRED:							
	, 20____						
Please Circle:	Sun	Mon	Tue	Wed	Thurs	Fri	Sat

TIMES (Please indicate AM or PM): All events must end by 10PM

DOORS OPEN:		EVENT START:		EVENT END:		DOORS CLOSED:	
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PEOPLE EXPECTED: _____ **EST. # OF PARKING STALLS REQUIRED:** _____

ROOM COSTS: Includes free onsite parking

ROOM	BASE PRICE	Which level will be determined after reviewing requested setup details			
		No Setup	Minimum Setup	Medium Setup	Full Setup
Single Classroom	\$25.00 / hour	\$0	\$45	\$65	\$90
Double Classroom	\$30.00 / hour	\$0	\$55	\$95	\$125
Gymnasium / Foyer	\$95 / hour \$700 / day	\$0	\$65	\$95	\$125
Auditorium	\$150 / hour \$1000 / day	\$0	\$95	\$135	\$200
Kitchen	\$70 / hour \$500 / day	\$35 (food storage and minimal usage)		\$80 (full meal preparation)	

ADDITIONAL COSTS – please circle Y or N

Sound Technician Min. 3 Hours for Auditorium Bookings	\$65 / hour	Y / N
Computer Presentation Technician Minimum 3 Hours	\$55 / hour	Y / N
Weekend/Holiday Custodial Fee Minimum 3 Hours	\$30 / hour	Y / N
Instrument Rental (Grand Piano and Drum Kit)	\$95 / instrument	Y / N
Choir Risers – seven 4 level risers	\$185	Y / N
Bold Sign Advertising	\$65 / week	Y / N

Sound & AV Equipment	\$160	Y / N
Video Recording / Live Streaming	\$150	Y / N
Portable Sound System	\$80	Y / N
Portable TVs with DVD Player – Four	\$30 each	Y / N
Wedding Coordinator	\$350	Y / N
Other: _____	\$_____	Y / N

PLEASE NOTE: * A deposit of 25% of the rental estimate is required to secure the reservation. ** There must be a technician in the sanctuary at all times (if the equipment is turned on.) **Once the request has been approved, the request will be formalized with a Rental Agreement.**

AVAILABLE ROOMS:

Please **circle** the area(s) required below. *Wheelchair Accessible (Capacity)

Single Classrooms	*Room 123A Main Floor Omega Room Boardroom Table (12)	*Room 123B Main Floor Alpha Room Boardroom Table (12)	*Room 125 Main Floor Prayer Room Chairs & Couches (12)		
	Room 201 Upstairs Classroom (25)	Room 203 Upstairs Classroom (25)			
Double Classrooms	*Room 104 Fellowship 27' x 47' (100)	*Room 131 Fireside 28' x 39' (80)	Youth Room	Rooms 202 27' x 34' (70) just chairs (40) with tables	
Large Meeting Areas	*Foyer (200) just chairs (160) with tables 33' x 108'	*Gym (250) 56' x 82'	*Auditorium (850)		

Notes:

SET-UP REQUIREMENTS:

Please describe your setup below and also include a diagram on any applicable floor plans. (Specify number and location of any chairs, tables, stage, sound, laptop, projector, screen, DVD, TV, piano/keyboard, etc.)

Sound Tech Hours: _____ **AV Tech Hours:** _____

Estimate must include any setup and take down and will be determined by Bethany

Other Instructions:

Set up sketch for: _____ Room



Bethany Chapel of Calgary
“General Facility Rental Agreement”
Facility Usage General Policy - Terms & Conditions

Introduction

Bethany Chapel of Calgary (“Bethany Chapel”) seeks to be a local church which glorifies the Lord Jesus Christ in obedience to the written Word of God (from Bethany Chapel Constitution). The primary function of Bethany Chapel's church facility is to facilitate the activities of the church through Bethany Chapel sponsored activities and programs, and they will take precedence over any private or outside group's request for facility use. Whenever possible and subject to availability, our facilities will be made available to serve other Christian non-profit organizations, and other organizations to support the people of the community.

Bethany Chapel reserves the right to rent or allow use of these premises by individuals or groups, for purposes not incompatible with our goals, values and statements.

The Bethany Chapel Trustees reserve the right to cancel any activity due to unforeseen circumstances, providing most other possibilities have been exhausted. The kind of circumstance would be one of a facility need for funeral arrangements, urgent constituent meeting(s) and/or the inability to staff for the function.

Policies

1. Bookings by either individuals who are not regular attendees of Bethany Chapel or by any other person, church, or organization, will normally not be accepted more than six months in advance. Rental fees will be applied according to the Fee Schedule.
2. Liability Insurance: For any rental we require the renter to show proof of liability insurance with a minimum of \$2,000,000 of coverage valid for the date of the event and Bethany Chapel should be added as an **additional insured**. If the rental covers more than a single event, then the liability certificate should have a 30-day notice of cancellation. In the event the entire facility is being rented then the liability certificate should have Tenant's Legal Liability (Broad Form) of no less than \$500,000.
3. Deposit/Cancellation: A deposit of 25% is required to reserve any booking and will not be refunded if the renter cancels the event within two weeks of the event. Rental fees must be paid in full two weeks in advance of the event.
4. The procedure for booking is done with Church Administration by providing information to complete the “Facility Rental Request Form”. Bookings are subject to availability on the church calendar. Please receive approval confirmation, by telephone or by email, before making other binding arrangements.
5. Facility usage and equipment: Set-up of tables, chairs, TVs, projectors, risers, etc., needs to be arranged with Church Administration. No beverage or food is allowed in the Sanctuary. No smoking is permitted in church facilities. No alcohol, social dancing, foul language and offensive activities are permitted in or on church property. Doors will be opened one half hour to one hour before and one half hour after the function, unless otherwise requested, as chargeable time, to allow for arrival and departure. Use of the Sanctuary, Gymnasium, Foyer, Fireside Room or Fellowship Room may incur an additional Setup Fee as defined in the Fee Schedule. If the facility is to be rented on a Statutory Holiday, thus requiring Bethany Chapel to pay time and one half for its custodian and/or additional staff, that expense will be passed on to the renter. This particular charge also applies to usage by regular Bethany attendees.

6. Kitchen Usage: Please arrange with Church Administration to review kitchen equipment/uses and items available. All staples and supplies (coffee, sugar, cups, plates, etc.) are to be supplied by the renters. Any church items that are used must be washed, dried, and put away by the renter before leaving on the day of the event.
7. Gym Activities: Appropriate footwear and equipment must be used. Damage to the building or any of its property will be repaired and/or replaced at the renter's expense. In order to clear the building by 10:00 PM, functions should normally be ended by 9:45 PM. Users cannot expect access to the facilities until the rental period commences. Bethany Chapel is not responsible for missing or stolen items or for injuries incurred on its premises.
8. Funerals: You may consult with Bethany Chapel's Care and Community Director or one of the Pastors and they will assist with funeral preparations. Bethany Chapel is willing to waive normal rental fees for attendees in the loss of immediate family members (spouse or child) and provide and serve light refreshments in the Fireside, Fellowship Room or Gymnasium following the service.
9. Audio/Video Systems: All use of church's sound, video and music equipment must be approved and coordinated with Church Administration. The church's approved technicians are the only ones permitted to operate the audio/video equipment. A technician, if required, is to be requested at the time of booking the facilities.
10. Breakage/Damage/Cleanliness: Those using the facilities agree to assume full responsibility for any damage caused by their action or neglect. Any breakage or damage of church property is to be reported to the church office and repair or replacement paid for by the respective group. Renters are expected to clean up after themselves and place recycling and garbage in the proper containers for disposal. Should the renters leave the premises in poor condition, additional fees will be charged for the extra cleaning required. This will be done in fairness and at the discretion of Church Administration.
11. Groups agree to waive all rights to claims against Bethany Chapel for any loss or damage to property owned or in custody or control of the rental group. This waiver forms part of the rental agreement entered into by all parties.

Bethany Chapel of Calgary
3333 Richardson Way SW
Calgary, AB T3E 7B6
(403) 249-8605 (phone) (403) 249-0917 (fax)
info@bethanychapel.com

In Case of Fire (Weekdays & Rentals)

- 1) Leave the affected area immediately
- 2) Remain calm
- 3) Locate an alarm and activate by pulling the alarm
- 4) Call 911 and state the emergency, your location and your name
- 5) Locate Evacuation Team Leader and relay important information
- 6) Evacuation Team Leader is responsible to evacuate the building
- 7) No one must re-enter the building
- 8) All occupants must remain at the Assembly Point to await further instructions

The Evacuation Team Leader (ETL) will either be a Pastoral Staff member or the Custodian on duty (except for Sundays). The staff ETL will immediately assign responsibilities to staff present at the time, or leaders who are renting space, so that all areas of the building are checked and secured while waiting for emergency responders to arrive.

All rooms have evacuation maps on the walls near the doors and all the building exit doors have maps to the Assembly Point just west of the church in the playground area.

Bethany Chapel—Assembly Point

