

Calgary First Mennonite Church Facility Rental Information

Facility Rental Information

First Mennonite Church, Calgary, as a matter of good stewardship and community involvement is open to the use of the facility at 2600 Richmond Rd. SW by individuals and other non-profit groups.

Such usage should be consistent with the beliefs, policies, and purposes of Calgary First Mennonite Church, as laid out in the Constitution, Bylaws, and *Confession of Faith in a Mennonite Perspective*. These documents are available from the church office. No illegal activities are permitted.

If you are not familiar with the facilities, it is recommended that you arrange a tour prior to submitting an application.

All facility rentals are handled through our Facility Rental Manager. Any questions and applications should be directed to him/her. See contact information on the Rental Page of the website, under "Contact Us".

Please read the following material completely prior to making an application for rental.

Facilities & Fees

Facilities Available	Capacity	Fee
Sanctuary, Includes Foyer & Nursery (\$200 rental + \$100 cleaning fee)	Main Floor – 200 Balcony - 35	\$300
Sound System - Sanctuary		\$50
Lower Auditorium (\$100 rental + \$100 cleaning fee)	Tables & Chairs – 120 Chairs Only - 200	\$200
Sound System – Lower Aud.		\$50
Kitchen (Serving Kitchen Only)		\$50
Personnel & Other		
Host (required)		\$25 per hour, minimum \$50
Sound Technician (required if Sound System used)		\$25 per hour, minimum \$50
Piano Tuning		At cost
Moving The Piano (May not be moved off platform)		\$100
Clearing Stage		\$100

Availability

The facilities are available between 10:00 am and 9:00 pm. The church is generally not available for rent on Sundays. Any written agreement may override these guidelines.

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Access & Parking

Most rooms are wheelchair accessible, except the balcony level and some classrooms in the Christian Education Wing. All other floors are accessible via a lift. Please notify the church office of any special accessibility requirements. Assistive Listening Devices are included in the rental of the sanctuary sound system.

Parking is available in three parking lots located around the facility. Limited street parking is available. Sidewalk signs are available to reserve the street immediately in front of the church for funeral and wedding motorcades.

Audio Equipment Rentals

A typical rental includes simple public address capabilities using wired or wireless microphones, and possibly the playback of a compact disc or other digital recording. Please be sure to indicate any special technical requirements on the application form.

To ensure that our equipment is used safely and properly, an in-house technician must be present at any rental event where any powered equipment is to be used. Any church technical equipment must be operated by the technician.

Outside equipment requires prior arrangement, and no equipment will be connected to the house system without express approval from a qualified member of the A/V Team. Please include any requests for use of outside equipment with the application.

We cannot provide storage space or assistance to load or unload any equipment. All equipment must be removed at the end of the event.

Rental of the Sanctuary includes use of the conservatory grand piano, and rental of the Lower Auditorium includes usage of the upright piano. No other instruments are included or available for rental use.

Kitchen Access

Kitchen access must specifically be requested. The kitchen is available as a warming kitchen only which allows for the warming and serving of foods however, cooking, and/or the preparation of food is not permitted. The kitchen must be left in the same condition in which it was found. Church dishes, cutlery, pots and pans, tablecloths, etc. are not available for use by renters.

Restrictions

Nothing may be hung on the walls, windows or from the ceiling without approval. Nothing may be moved or removed without permission. Alterations to the floor, ceiling, or walls (such as painting or cutting) are strictly prohibited. Sparkles, glitter, rice, birdseed and confetti are not permitted inside or outside on church property. Helium balloons are not permitted in the Sanctuary, due to the high ceiling.

Food and drinks are not permitted in the sanctuary or in the foyer. Food and drinks are permitted in the church lower auditorium.

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Alcohol and the serving of liquor are not permitted on church property. Smoking is not allowed in the church building. All conduct should be respectful of the property and Christian values.

Special Note on Weddings

Marriage is an important part of our life together as a congregation and the church therefore requires that the pastor of First Mennonite Church preside at the wedding.

Arrangements for Pre-marital Counseling and for the service itself should be made with the pastor or pastor designate of First Mennonite, Calgary, well in advance of the scheduled date.

The services of persons from the Church involved in the wedding for example, pastor, musicians etc. are not part of the rental fee as defined in this document.

Note on Fees

Church members or adherents making application for use of facilities are exempt from the host fee as they can be their own host. Exemptions do not extend to friends or relatives of church members or adherents unless approved by the Council of Church Ministries. 'Membership' is defined in the Church Constitution and Bylaws.

Official Mennonite church conferences and related organizations are exempt from the indicated fees.

Our pianos are tuned several times a year, but if you would like to request an unscheduled tuning please discuss this with the Facility Rental Manager. Piano tuning will be billed at cost with the church's designated tuner.

One facility rental fee includes access to facilities and equipment for one rehearsal/setup session, and for the event itself. Hourly fees for the host and technician are required for setup and rehearsal time.

Fees, or exceptions to fees, may be changed at any time by the Council of Church Ministries

Insurance

The Renter shall, during the whole of the time the Renter occupies Calgary First Mennonite Church, take out and maintain the following insurance, at the Renter's sole expense, in such form and with such companies as the Church may reasonably approve:

comprehensive general liability insurance applying to all operations of the Renter and against claims for bodily injury, including death, and property damage or loss arising out of the use or occupation of the Premises, or the Tenant's activities on or about the Premises; such insurance shall include the Church as an additional insured and indemnify and protect both the Renter and the Church and shall contain a "cross liability" or "severability of interests" clause so that the Church and the Renter may be insured in the same manner and to the same extent as if individual policies had been issued to each, and shall be for the amount of not less than Two Million (\$2,000,000.00) Dollars combined single limit or such other amount as may be reasonably required by the Church from time to time; and such comprehensive general liability insurance shall, for the Renter's benefit only, include contractual liability and tenant's

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legal liability insurance in a form and of a nature broad enough to insure the obligations imposed upon the Tenant under the terms of this Rental Agreement.

Penalties

Renter shall provide 48 hours' notice for cancellations. For cancellations received with less than 48 hours' notice, a \$100 late cancellation fee may be assessed. Upon cancellation of a reserved event with sufficient notice, Calgary First Mennonite shall refund any tendered payments to Renter within thirty (30) days of such notice of cancellation.

Renter shall be responsible for the repair and/or replacement of the facilities to the extent such repair or replacement is the result of Renter's (or its agents, contractors, employees, invitees, or subcontractors) negligence, misconduct, misuse, abuse, or breach of the terms and conditions of this policy.

Violation of the terms in this Rental Policy may result in a penalty.

Indemnification

Renter agrees that it shall indemnify, defend and hold harmless Calgary First Mennonite Church, and its employees, officers, and volunteers, from and against any and all damage, loss, claims, suits, demands, actions, fines, damages, liabilities, costs and expenses arising out of or in connection with damage to property or injury to persons (including death) which arise out of Renter's use of the Facility, including any acts or omissions of Renter, its agents, contractors, employees, invitees, servants or subcontractors.