



Rental Request Form

North Burlington Baptist Church Inc.

1377 Walkers Line, Burlington, ON L7R 3X5 905-335-5808 Fax: 905-335-4602 E-mail: info@nbbc.ca

Group Name: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Contact Person: _____

Date Facilities Required: _____

Month / Day / Year

Ongoing Event? NO YES (End date: _____)

Time: From _____ to _____
(Please include set-up and clean-up time)

Expected Attendance: _____

Description of Event: _____

Will there be an admission fee charged, tickets sold (including prior to event date) or donations collected? NO YES (explain below)

Special Requests: _____

ROOMS REQUIRED

Main Level

- Sanctuary
 Lobby/Kitchenette
 Library
 Board Room
 Meeting Room 1
 Meeting Room 2
 Prayer Room

Lower Level

- Fellowship Hall
 Kitchen
 Nursery*
 Meeting Room 4
 Meeting Room 5/6
 Toddler Room (Room 7)
 Youth Room (Room 8)
 Fireside Room

Notes: If Sanctuary stage is needed, please note under "special requests" if stage needs to be cleared. Equipment is only to be moved by NBBC worship team members. The nursery is not normally available to be rented.

AUDIO VISUAL

- TV / VCR
 Sanctuary Sound
 Overhead & Screen
 Sanctuary PowerPoint

EQUIPMENT (Please indicate quantity)

- _____ Round Tables
_____ Rectangle Tables
_____ Chairs
_____ Lectern
_____ Flip Chart
_____ Whiteboard

KITCHEN EQUIPMENT (Please specify size and/or quantity)

- _____ Coffee Urns
_____ Large Plates
_____ Teapots
_____ Small Plates
_____ Carafes
_____ Cutlery
_____ Cups & Saucers
_____ Warming Trays
_____ Mugs
_____ Cooking Utensils
_____ Water Jugs
_____ Pots & Pans
_____ Glasses
_____ Salt/Pepper Shakers
_____ Creamers/Sugar Bowls
_____ Table Cloths

I have read and agree to the attached policies, fee schedule, disclaimer and waiver.

Signature _____ Name (Print) _____ Date _____
Authorized Rental Representative

Signature _____ Name (Print) _____ Date _____
Witness

Please note: You will receive a "tentative approval" after your application has been received and the time/date/purpose of your meeting have been accepted. "Firm approval" of your booking will be issued once all staffing arrangements (custodian, technicians, etc.) have been made, an invoice has been issued by NBBC and the deposit has been received by NBBC.

DISCLAIMER & WAIVER

North Burlington Baptist Church Inc. and its leaders, directors, officers, employees, contractors, agents, volunteers, members and representatives (collectively referred to as "NBBC"), are not responsible for any injury, loss or damage of any kind whatsoever sustained by any person or their property while participating in events or activities either organized by NBBC or an outside party. In consideration of NBBC allowing the rental party and their guests to use the agreed upon facilities and/or equipment, the rental party or authorized agent agrees on behalf of all participants in the rental event:

1. To assume and accept all risks arising out of, associated with or related to participation in any and all activities arranged by the rental party.
2. To waive and release NBBC from any and all liability for any loss, damage, injury (including loss of life) or expense that any member of the rental party or their guests may suffer, or that their next of kin may suffer as a result of participation in the activities due to any cause whatsoever.
3. To indemnify and hold harmless NBBC from any and all liability for any damage to the personal property of, or personal injury to (including loss of life), any third party resulting from participation in the activities.
4. To indemnify and hold harmless NBBC from any and all claims, demands, actions and costs for any loss, injury (including loss of life), damage or expense whatsoever that might arise out of participation in the activities.

POLICIES

1. Completion of this form does not guarantee use of the facility. All rental requests are subject to the approval of the Board of Directors of North Burlington Baptist Church at its sole and absolute discretion.
2. Only pre-approved areas and equipment may be used. Rooms that have not been booked may not be used, even if they are not in use.
3. No smoking is allowed in the building; no alcohol is allowed on the premises.
4. Free will offerings or admission charges require approval by the NBBC Board. A minimum 2-month lead-time is required for such requests to be considered.
5. Candles may be used within the confines of NBBC subject to the following conditions: NBBC must be informed of the intended use at the time of booking. The placement and number of candles must be approved by the NBBC who will decide whether the candle will need to be enclosed in a glass enclosure (such as a hurricane globe). Candles must be placed on a non-flammable surface. A fire extinguisher (minimum 5 lb.) must be kept/brought to any room in which candles are used.
6. **SPECIFIC ROOMS:** The church office and equipment are not included as part of facilities use. Nursery and kitchen areas may be used only for the purposes indicated (not as "meeting rooms"). The sound board and computer are to be used only by authorized individuals.
7. Ensure that you leave the building in the same condition in which it was found. Breakage or damage must be reported to the office promptly. NBBC reserves the right to assess costs for damage to the facilities or equipment and bill the user.
8. An entrance key can be loaned to regular attendees with a \$20.00 deposit. Keys will not be loaned to outside groups.
9. North Burlington Baptist Church reserves the right to deny any person or body the use of their facilities should they be deemed to be in conflict with the vision and mission of NBBC.
10. North Burlington Baptist Church reserves the right to distribute literature to groups using their facilities.
11. North Burlington Baptist Church is not responsible for any items lost or stolen by renting groups.
12. Please observe and obey all parking signs and parking lot markings.
13. At the end of use of each room, ensure that all windows are closed and lights turned off as well as returning furnishings and other items in the room to their original locations.
14. In order to respect the privacy and rights of our neighbours, any loud music or inappropriate behaviour is prohibited.
15. Any outside group (that is, any group not directly a part of North Burlington Baptist Church) must provide a **certificate of insurance** confirming coverage for all activities on our premises and naming North Burlington Baptist Church Inc. as an additional insured. We require a minimum General and Tenants Legal Liability coverage of \$2,000,000, but a higher amount may be required in certain circumstances. If a higher amount is required, this will be communicated at the time the rental request is accepted.
16. Anyone wishing to use the facilities must complete this form with the exception of funerals and funeral receptions as requested by the Ministerial Team of NBBC.

FEES

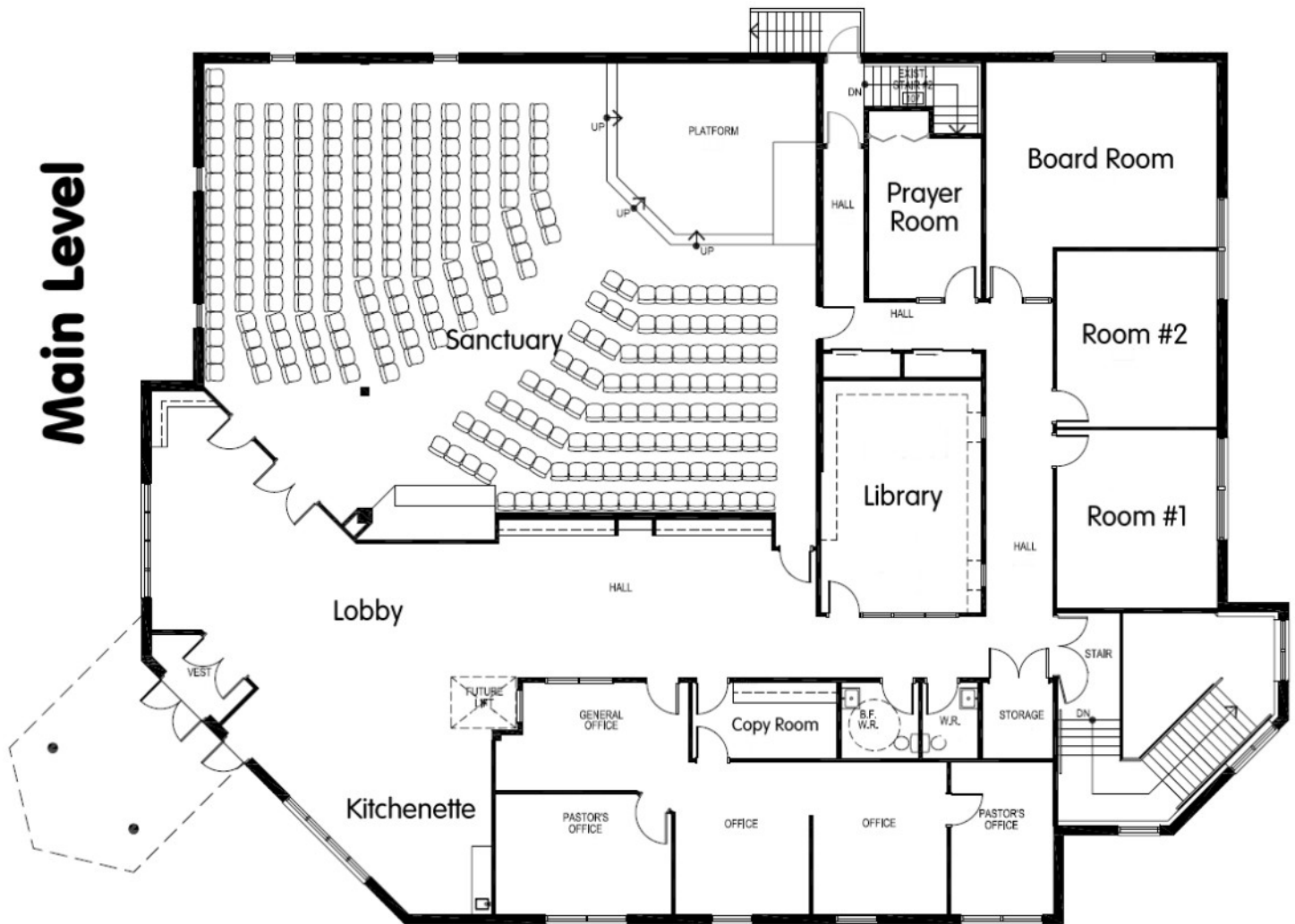
Rooms are rented by the hour with a two hour minimum charge. A custodial cost will be applied if the rental is outside of normal hours and a keyholder is required to open and/or close the building. Staffing rates are charged by the hour with a one hour minimum except where noted. For sequential multi-day rentals (ie. daycamps), a discount of 20% will be applied to daily rental fees. Fees for weddings vary according to the requirements. Requests for facilities or equipment not specified below may be granted, fees will be determined by a representative of NBBC.

Sanctuary	\$30/h or \$150/day
Fellowship Hall	\$25/h or \$100/day
Fireside Room	\$20/h or \$80/day
Board Room	\$15/h or \$75/day
Lobby/Kitchenette ¹	\$20/h or \$80/day
Library	\$15/h or \$75/day
Room 1	\$15/h or \$75/day
Room 2	\$15/h or \$75/day
Room 4	\$10/h or \$60/day
Room 5/6	\$20/h or \$80/day
Youth Room	\$15/h or \$75/day
Toddler Room	\$15/h or \$75/day
Prayer Room	\$10/h or \$60/day
Kitchen (prep ²)	\$40/h or \$200/day
Kitchen (staging ³)	\$20/h or \$80/day
Custodian	\$20/h
Sound Technician	\$20/h (min. 2h)
Powerpoint Tech	\$20/h (min. 2h)
Secretarial	\$25/h

Notes:

1. Kitchenette fee is for food staging purposes only and does not allow for any cooking, dishwashing or use of our dishes or equipment.
2. Kitchen use for food prep does not include clean-up charges. Renter is responsible to clean-up and a \$50 refundable deposit is required to cover extra clean-up costs should the kitchen not be satisfactorily cleaned. Our kitchen is not certified for commercial use.
3. Kitchen use for staging only does not allow for any cooking, dishwashing or use of our dishes or equipment.

PAYMENTS: 50% due upon confirmation, balance due one week in advance of booking. Make cheques payable to "North Burlington Baptist Church" and submit to office.



Notes on Rooms

This level is wheelchair accessible from the main entrance via the upper parking lot. There are two single stall unisex washrooms on this level, one of which is wheelchair accessible and includes a baby change station.

Sanctuary: Maximum capacity 301. Room includes linkable padded chairs and can be re-configured with tables for a dinner-theatre type set-up.

Prayer Room: Small room with a living-room style set-up with loveseat, coffee table and chairs. Suitable for interviews, counseling and casual meetings. Normally set up for 2-4 people but can comfortably hold up to 8.

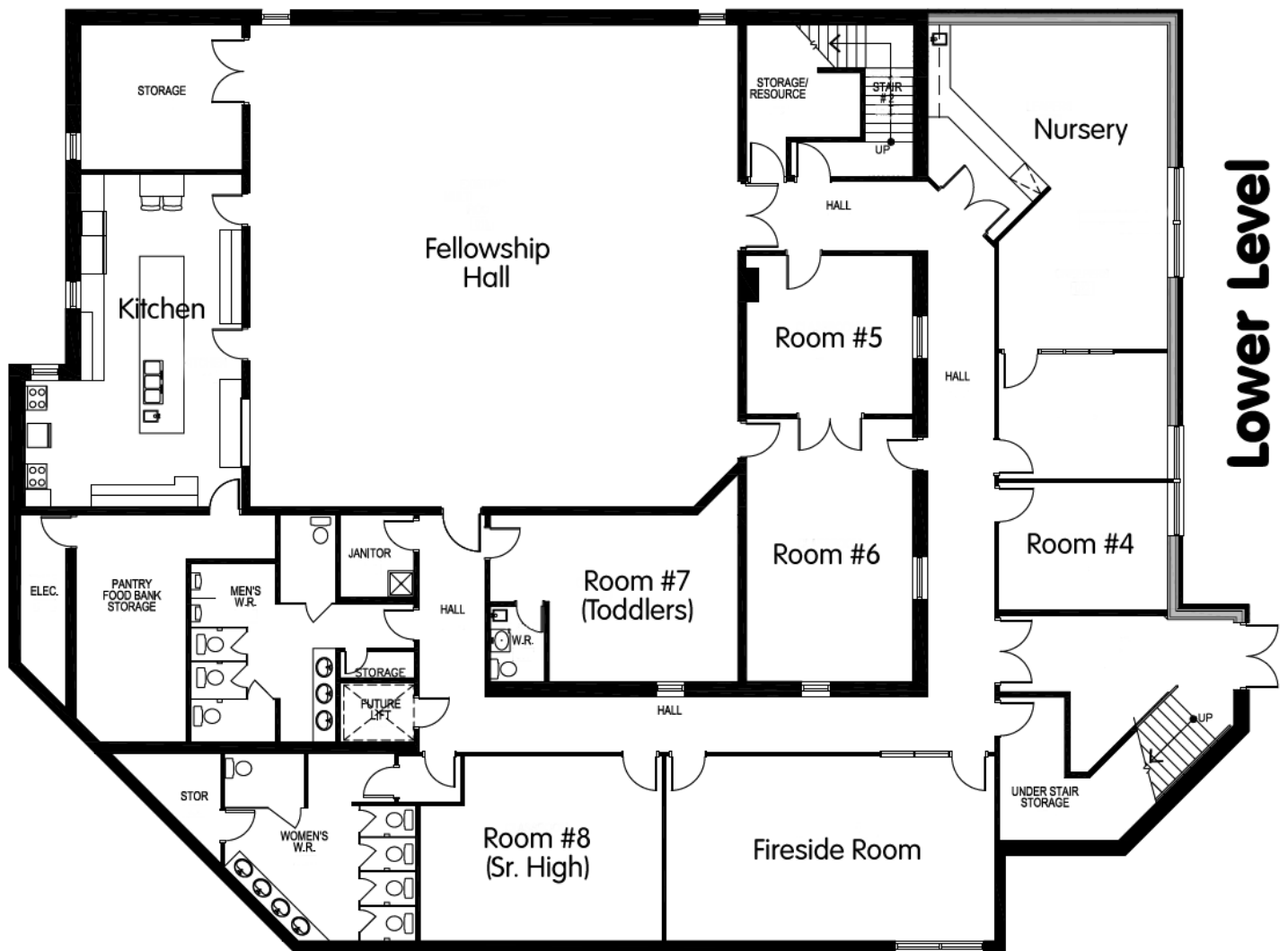
Board Room: Includes a conference table, built-in whiteboard & corkboard, a mounted LCD TV, DVD player and a three-seater sofa. A credenza along the wall can be used for serving refreshments. Suitable for meetings/classes. Normally seats 10 around the table, but with extra seating along the walls, can hold up to 20 people comfortably.

Room 2: Currently set up with a conference table that seats 10. May be reconfigured in the future with lecture-style seating for up to 30 people. Room includes a built-in whiteboard & corkboard as well as a credenza that can be used for serving refreshments.

Room 1: Includes a conference table and a built-in whiteboard & corkboard. Table seats 8-10, but room can hold up to 20 comfortably with seating added along the walls.

Library: Currently features a small rolling table with 4 chairs, but room can host small lecture-style meetings for up to 15 with added chairs and portable whiteboard or projector screen.

Lobby/Kitchenette: Open area with some seating along west window wall. Best suited for stand-up receptions.



Notes on Rooms

This level is wheelchair accessible from the rear parking lot entrance. There are wheelchair accessible men's and women's washrooms on this level and there is a baby change station in the women's washroom.

Kitchen: Includes two stoves, two microwaves and a dishwasher, large counters and pass-through window. Not certified for commercial food preparation. Refrigerator and freezer are normally in use by groups from NBBC and not available for use by outside groups.

Fellowship Hall: Maximum capacity 181 for seated dining. Round and rectangular tables are available. A small coat rack is located along the wall with Room 5.

Room 5/6: Large double doors connect Rooms 5 and 6 and they are reserved as a set. These rooms are normally set up with child-sized tables and chairs, although standard-sized furniture can be used here. As set up, room holds up to 15 children in Room 6 and 8-10 in Room 5.

Room 7 (Toddlers' Room): Set up with child-sized tables and chairs and includes its own restroom. Includes a small TV and VHS player.

Room 8 (Youth Room): Brightly coloured room with sofas suitable for casual meetings. Holds up to 20 people comfortably. Normally this room also includes a TV and DVD player on a portable stand.

Fireside Room: This room does not actually contain a fireplace (long story). Normally set up with folding tables and chairs to seat 24. Can be set up lecture style to hold up to 40 people comfortably. Room includes a mounted LCD TV and DVD player as well as a credenza for serving refreshments.

Room 4: Normally set up with a table and chairs for 6-8 people. Suitable for small meetings.

Nursery: The nursery is not normally available for rental by outside groups.