

## RENTAL REQUEST FORM

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: \_\_\_\_\_

Event Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 2
- Counseling Room

#### Lower Level

- Fellowship Hall
- Kitchen
- Fireside Room
- Meeting Room 6
- Toddler Room (Room 7)
- Youth Room (Room 8)

*Notes: If Sanctuary stage is needed, please note under "special requests" if stage needs to be cleared. Equipment is only to be used & moved by NBBC worship team members.*

### AUDIO VISUAL

- TV / DVD Player
- Portable Sound Equipment
- Screen
- Projector

### EQUIPMENT (Please indicate quantity)

- \_\_\_\_\_ Round Tables
- \_\_\_\_\_ Chairs
- \_\_\_\_\_ Flip Chart
- \_\_\_\_\_ Rectangle Tables
- \_\_\_\_\_ Lectern
- \_\_\_\_\_ Whiteboard

### KITCHEN EQUIPMENT (Please specify size and/or quantity)

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

**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, have 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.
17. The scheduled Host from NBBC will be here to open and close the building at the agreed time.

**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.

**ROOMS**

Room 2	\$15/h or \$75/day
Board Room	\$15/h or \$75/day
Counseling Room	\$10/h or \$60/day
Sanctuary	\$40/h or \$200/day
Lobby/Kitchenette	\$20/h or \$80/day
Library	\$15/h or \$75/day
Room 3	\$10/h or \$60/day
Preschool Room 5	\$15/h or \$75/day
Youth Room 6	\$15/h or \$75/day
Fireside Room 7	\$25/h or \$100/day
Fellowship Hall	\$30/h or \$150/day
Kitchen	\$30/h or \$120/day

**PERSONELL**

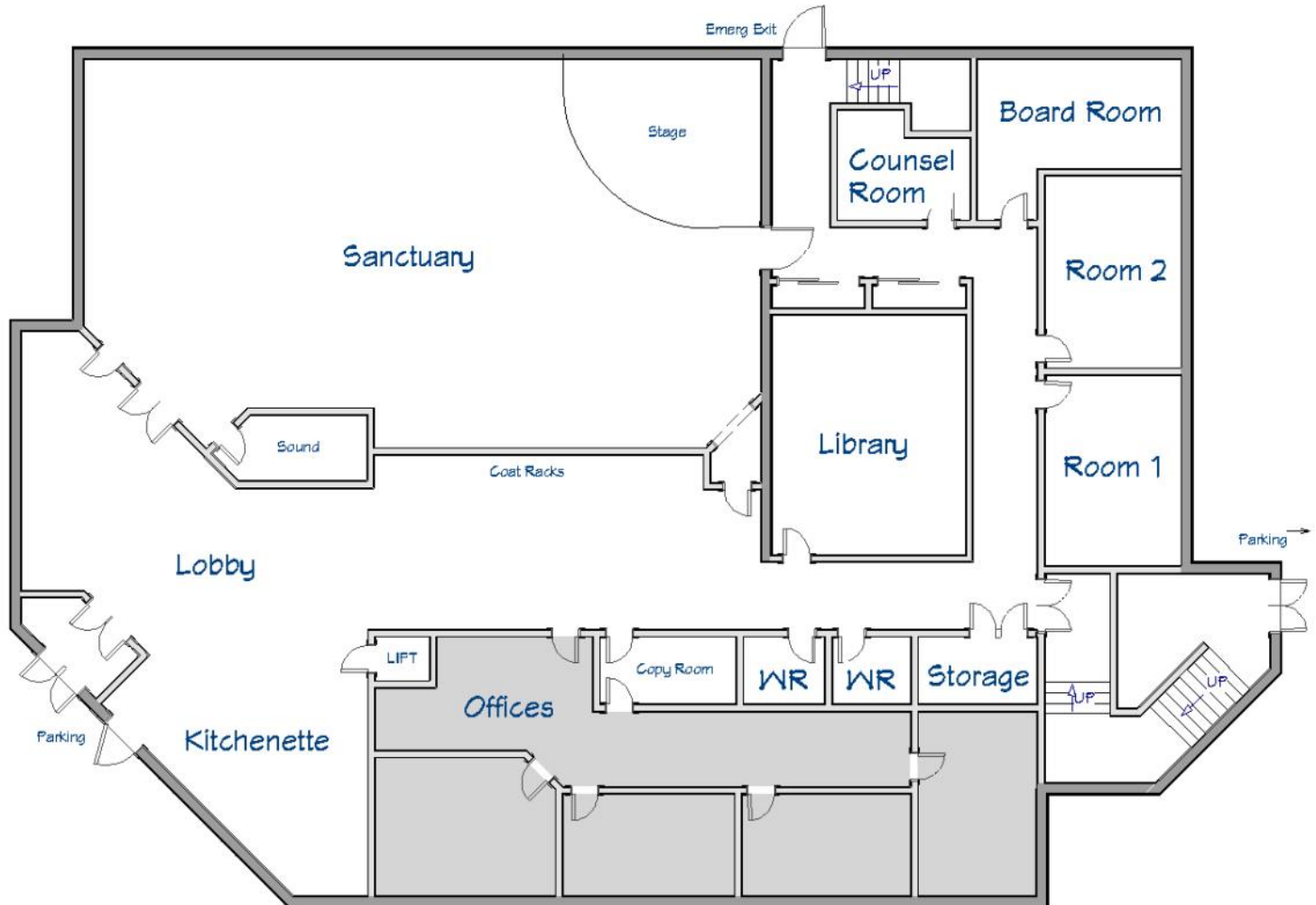
Host	\$40
Sound Technician	\$20/h (min. 2h)
Power Point Tech	\$20/h (min. 2h)
Secretarial	\$25/h
Custodian	\$25/hr

**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 does not include clean-up charges. Renter is responsible to clean-up. Our kitchen is not certified for commercial use.

**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.**

# Main Level



## Notes on Rooms

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

**Room 2:** Currently set up with sofas and a coffee table as well as a supply of stacking chairs suitable for up to 20 people. Room includes a built-in whiteboard & corkboard.

**Board Room:** Includes a conference table, built-in whiteboard & corkboard, and a mounted LCD TV, DVD player. 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.

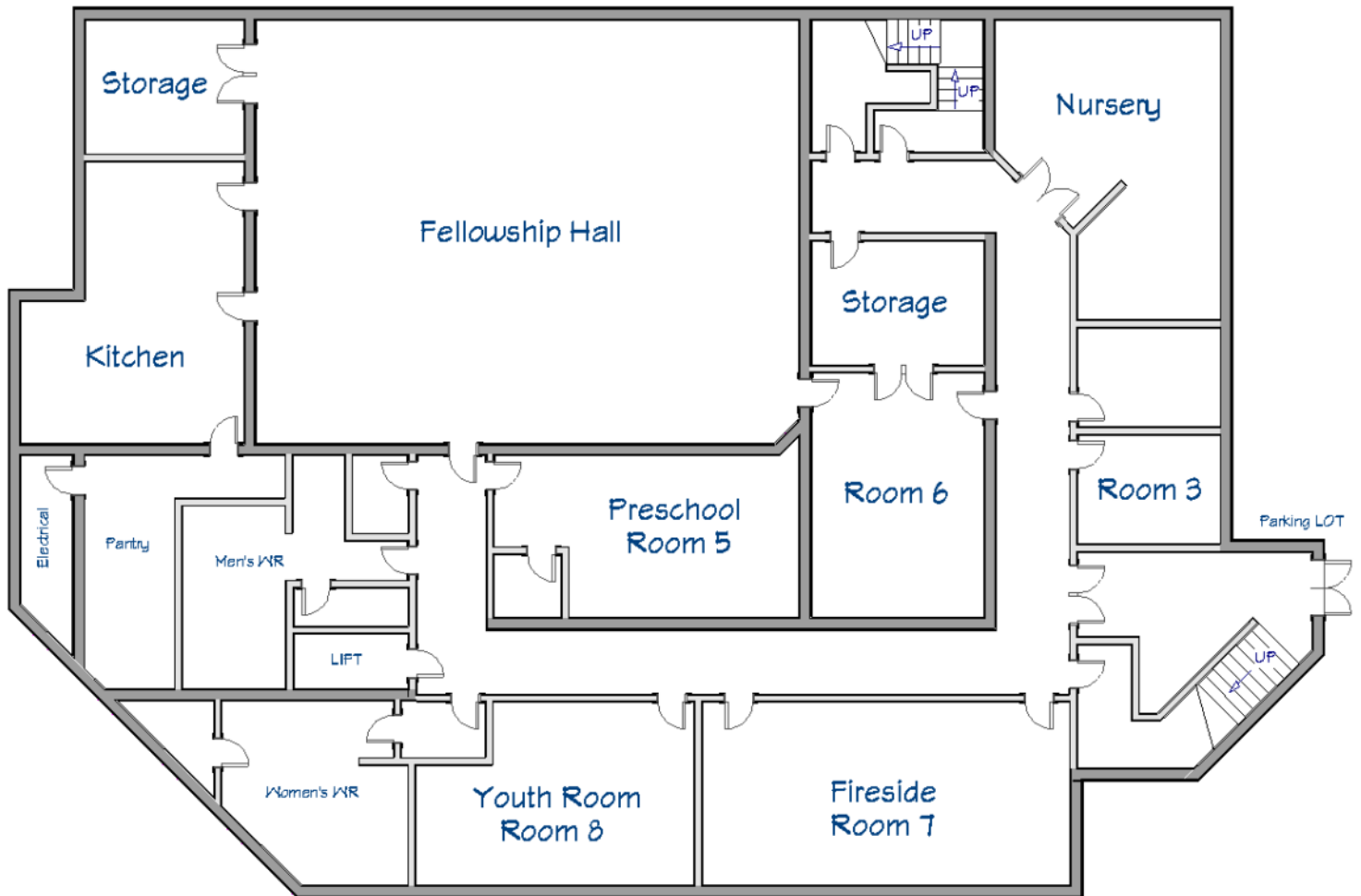
**Counseling Room:** Small room with a living-room atmosphere with a comfortable oveseat & chair, side tables and mood lighting. Suitable for interviews, counseling and casual meetings. Normally set up for 2-4 people but can comfortably hold up to 6.

**Sanctuary:** Maximum capacity 301. Room includes linkable padded chairs and can be re-configured with tables for a dinner-theatre type set-up. For weddings desiring a centre aisle, please contact the office to obtain a layout that meets the fire codes.

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

**Library:** Currently features a table with 8 chairs.

# Lower Level



## 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.

**Room 3:** Normally set up with a table and chairs for 6-8 people. (ie. Music lessons, interviews)

**Room 5 (Preschool Room):** Set up with child-sized tables and chairs and includes its own restroom. Includes a small TV and DVD player.

**Room 8 (Youth Room):** Brightly coloured room with sofas suitable for casual meetings. Holds up to 20 people comfortably. This room also includes a mounted LCD TV and DVD player.

**Fireside Room 7:** This room is normally set up with folding tables and chairs to seat 24. Can be set up lecture style to hold up to 30 people comfortably. Room includes a mounted LCD TV and DVD player as well as a side table for serving refreshments.

**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. Mood lighting or LED bright lights. A screen is mounted with a projector and sound board.