

Hope Lutheran Church Nanaimo Policies

Our Mission: To live Christ's teachings and share them with others,
to nurture and strengthen spiritual growth to embody Christ in the world.

F – 004 APPLICATION & AGREEMENT FOR USE OF BUILDING

Accepted: January 16, 2021

This agreement is for charitable groups that wish to use the facilities and property of Hope Lutheran Church, Nanaimo, BC here after referred to as Hope.

Date _____

I, _____ of _____
(Name and position) (Organization's name & tax exempt #)

hereby seek permission to use Sanctuary ____, Sanctuary & Kitchen ____, boardroom ____ on
(date(s)) _____,

between the hours of _____ and _____

PHONE NUMBER to contact user __ *Home* _____ *Office* _____.

Church functions have priority over outside groups but only on two weeks notice. (It may be possible for your group to use another specified room at such times in times of scheduling conflicts, if requested one week in advance.)

We agree to the following conditions:

1. Our use of Hope's building is limited to the area requested plus restrooms.
2. We accept responsibility for any damage done to Hope property and equipment due to our use of the building. The replacement and/or repair will be determined jointly with a representative from Hope Administration.
3. We indemnify Hope from all liability for injury to any person or persons howsoever caused or claimed to be caused for any reason while the Hope's premises are used by us.
4. When children are present, we will provide adult supervision while at Hope.
5. We will not use and/or distribute alcoholic beverages and/or illegal drugs while on Hope property.
6. No smoking is permitted in the building. Smoking is permitted outside but butts must be removed.
7. We agree to leave the area we use (including restrooms) in the condition we found the facilities.

Thermostat at 18 ___ Lights Out ___ Doors locked ___ Windows closed ___

We will accomplish these tasks and leave Hope's premises by midnight.

8. We will use this area for our regular meetings. Social gatherings need to be cleared with Hope's Administration at least one week prior to the event.
9. Donations in the amount of _____ (according to the policy schedule), in advance for one time use, monthly in advance/arrears for continuing use.
10. A refundable deposit of \$100 is required when agreement is signed to cover key rental and damage deposit.

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11. User Groups must purchase their own Liability Insurance and must include the following:
- Listing Hope Lutheran Church as the certificate holder.
 - Adding Hope Lutheran Church as the additional insured
 - Showing a minimum of \$2,000,000 Commercial General Liability

Check either box: One time use ___ or On-going use ___ , day of week _____

SIGNATURE_of user _____ for Hope _____

Date of agreement _____

Note: USE OF ALCOHOLIC BEVERAGES, and CANNABIS are not to be used on church property, TOBACCO use in THE BUILDING IS PROHIBITED.