



Yorkminster Park

BAPTIST CHURCH

Facility Rental Guidelines

RENTAL COSTS

The room rental fee covers the use of the room(s) for the times specified only; including the room set-up and tear -down. This is the full extent of the rental service. An administrative fee of \$40 is charged for each booking or series of bookings. A fee will be charged for set up that requires more than the standard chairs/podium.

ADDITIONAL CHARGES

Requests for equipment, services or hours which have not been identified in this contract cannot be guaranteed but where possible we will try to accommodate your group. An administrative charge will apply for all services received in addition to the cost for the service.

EQUIPMENT RENTAL

Equipment rentals available include: microphones, overhead projector, easels, room divider screens, choir risers, pianos, and organ.

SOUND SYSTEM – Sanctuary

Any use of the sound system will require approval of contract by a member of the Sound System Committee. A member of the committee will be present during the event and an honorarium will be paid to this volunteer on behalf of your group. The amount of the honorarium is listed under fees.

KITCHEN RENTAL

In cases where food or beverages will be served, kitchen rental is mandatory. Use of the kitchen includes use of the refrigerator, oven, commercial dishwasher, soap, counters, sinks and dish trolleys.

The kitchens are to be used for warming food only. No cooking is permitted on the premises.

Prior arrangements are required for additional kitchen equipment rentals which include tableware, flatware, and cooking equipment. Kitchen equipment rentals are available only on a self-serve basis; the client is responsible for the washing, drying, and return of all dishes and equipment to cupboards.

It is the responsibility of the rental group to ensure the kitchen is returned to its original state of cleanliness and tidiness. A kitchen supervisor must be present at all time during kitchen use.

CATERED EVENTS

We encourage the use of professional caterers and can recommend some who are familiar with our facilities. Caterers must be approved by Yorkminster Park Baptist Church.

CUSTODIANS' SERVICES

A custodial staff member will be in attendance to cover issues of safety and convenience. Rate is \$40/hour and is charged from the time of arrival of the first person to the departure of the last.

EVENT INQUIRIES

It is required that rental groups provide the phone number of their organization in order that patrons may make inquiries directly to them.

ROOM DECORATIONS

No items may be attached to walls or ceilings. Under no circumstance is signage to be affixed to the exterior of the building.

PARKING

Parking is not guaranteed. Space is available on a first-come-first-served basis except on occasions when it is reserved for church events.

RESTRICTIONS

Smoking and alcohol are not permitted in any part of the church building or property.

No overnight guests or sleepovers are permitted.

It is strictly prohibited for any one other than a member of the Sound System Committee or the Church Superintendent to operate the sound system in the Sanctuary.

APPROPRIATE USE OF FACILITIES

All rented rooms and adjacent facilities used by the booking group (i.e. hallways, washrooms, etc) must be left in the same condition of repair and cleanliness as they were found upon arrival. All food, equipment and other materials belonging to the group must be removed by the close of the rental period. Garbage must be placed in designated cans and all bags must be tied. Failure to meet this latter requirement will result in additional clean-up charges and removal of materials.

LOCATION

Yonge and St. Clair, one block north of St. Clair (subway station connection) on Yonge at Heath Street.

ACCESSIBILITY

Our premises are wheelchair accessible.

TOURS

Tours are by appointment only. Please contact Ray Tafaj at extension (416) 922-1167 ext. 238.

APPROVAL PROCESS

Fees are charged at the discretion of the Board of Finance & Administration and generally preference will be given to groups and organizations whose goals and use of the facility are consistent with our spiritual principles (e.g. community groups, non-profit organizations, education). We will contact you to advise you of our decision. This process may involve Board approval; therefore, we suggest that you submit your request as soon as possible and provide us with a list of alternate dates for your activity or event.

DEPOSIT

The deposit will be applied to the final balance due where full compliance with the above requirements has been made.

LIABILITY WAIVER

I/We hereby indemnify and save Yorkminster Park Baptist Church, its employees and agents harmless against and from all claims, demands and loss in respect of property damage including all equipment, personal injury or death arising directly or indirectly from its usage, or arising out of the actions of persons attending the function. While YPBC believes that the building and means of access thereto are and will be in a good and safe condition, as between it and the Client, the latter accepts all liability for injury and loss to persons using the premises, and without limitation, injury to persons arising from any accident during inclement weather.