

OAK BANK UNITED CHURCH  
Box 148, 582 Balsam Cres.  
Oakbank, Manitoba R0E 1J0  
Website: www.oakbankunitedchurch.com

204-444-2815

## FACILITY USE & SERVICE AGREEMENT # \_\_\_\_\_

(For Weddings or Funerals, please see OBUC Minister)

This form will serve as the Rental Application and/or a Service Agreement between the Oak Bank United Church and:

PLEASE PRINT

ORGANIZATION: \_\_\_\_\_ PRIME CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
\_\_\_\_\_  
EMAIL: \_\_\_\_\_

Oak Bank United Church agrees to permit the "Renter" to use the following room(s) or space within the church facility, in accordance with the Terms of this Agreement. There will be an add'l charge should an Event Assistant be required on the premises.

Upper Hall (incl. kitchen) ☐

Lower Hall (incl. kitchen) ☐

Kitchen Only (upper hall) ☐

Lower Meeting Room ☐

Sanctuary: ☐

OBUC Event Ass't (\$20/hr if needed) ☐

Date(s) of Use: \_\_\_\_\_

Time(s) of Use: Set Up Time: \_\_\_\_\_ Event Start: \_\_\_\_\_ Leave Time: \_\_\_\_\_

Name (& Type) of Event: \_\_\_\_\_

Approx. # people: \_\_\_\_\_

Other Comments: In Upper Hall, dishes must be washed in Dishwasher (Health Reg'n).

☐ Check here if set-up/take-down by the Church is required. If not, Renter will agree to perform all set-up and take-down of chairs and tables, as per specified instructions.

Total Rental Fee  
(as per att'd schedule)

Total Damage Deposit  
(if required)

Agreed to by:

USER CONTACT: \_\_\_\_\_  
(authorization)

Date: \_\_\_\_\_

Accepted by the Oak Bank United Church:

NAME: \_\_\_\_\_  
(authorization)

Date: \_\_\_\_\_

## **User Responsibilities and Guidelines:**

- All fees and damage deposits are required to be paid upon request, and payable to Oak Bank United Church. **Also a walk-thru with Church personnel is recommended when picking up the key.**
- Oak Bank United Church reserves the right to cancel the Rental Agreement at any time, should an unexpected congregational need arise (eg. funeral service).
- Any changes or cancellations to the Facility Use & Service Agreement by either party must be made at least 72 hours prior to the rental date.
- The User shall be responsible for the following:
  - ensuring the facility is returned to its original condition (further details can be found in the Oak Bank United Church Renter Checklist)
  - paying for any and all damages to the Church building, it's contents or surrounding property as a result of the Renter's function
  - ensuring that the activities carried on in the space are consistent with the nature of the building as a church (ie appropriate use).
  - whenever possible, to use environmentally-friendly products (plates/glasses/cups). That is, no styrofoam please, but rather those items that are compostable or able to be recycled.
- The Church must be notified of potential media coverage.
- The User shall be responsible for the collection of any fees, licenses, and taxes that may arise, as a result of the use of this facility.
- The entire Church complex is smoke-free.
- Alcoholic beverages (excluding wine) shall not be served on the premises. If wine is to be served, an application must be made in writing to the Oak Bank United Church Board prior to the rental date. If approved, the Renter must then obtain a Special Occasion Permit from the Manitoba Liquor & Lotteries Corporation. All provincial regulations concerning the consumption of alcohol **must** be adhered to and enforced.
- The User/Contact Person must be on the premises at all times and aware of all Evacuation Procedures.
- The Oak Bank United Church assumes no responsibility for loss or damage to the personal property of the Renter.
- All related communication shall be with the Oak Bank United Church Office Manager at 204-444-2815.
- Liability Waiver:  
Whenever possible, organizations are to provide Proof of 3<sup>rd</sup> Party Liability, assuming responsibility through their own insurance policies for any loss or injury which may occur while on church property.

The undersigned agrees to assume risk of damage and injury while on the premises for the User and invitees, and hold the Church harmless and indemnified there from.

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Authorized Signature for Renter

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Date