

Please complete this page and send it to Westwood Church  
(facility@westwoodchurch.bc.ca or fax 250-562-1012)

Organization \_\_\_\_\_ Non-Profit Organization or Registered Charity Yes  No

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Alternate #. \_\_\_\_\_

Email \_\_\_\_\_ Attend Westwood? Yes  No

Wedding Yes  No  Funeral/Memorial Yes  No

Date of Event \_\_\_\_\_ Time (start) \_\_\_\_\_ (end) \_\_\_\_\_

Date of Set-up \_\_\_\_\_ Time (start) \_\_\_\_\_ (end) \_\_\_\_\_

Description of Event / Activity \_\_\_\_\_

Is there a spiritual component to this event? Yes  No  Describe \_\_\_\_\_

No. of People Expected \_\_\_\_\_ Admission Charged? Yes  No  Open to the Public? Yes  No

Refreshments being served? Yes  No  Describe \_\_\_\_\_

Other pertinent information: \_\_\_\_\_

**Space Requested**

- Auditorium (Room 103)
- Foyer
- Kitchen (Room 113)
- Learning Centre (Room 111)
- Youth Centre (Room 112)
- Room 100: Living Room
- Room 100A: Conference Room
- Room 101: Prayer Room
- Room 106: Nursery
- Room 107: Toddlers
- Room 108 Preschool
- Room 110: K to 2
- Room 115: Conference Room
- Room 120: Photocopy Room
- Room 203: Grades 3-5

- Round Tables Qty: \_\_\_\_\_
- Rectangular Tables Qty: \_\_\_\_\_
- White Linen Table Cloths Qty: \_\_\_\_\_
- Navy Table Cloths Qty: \_\_\_\_\_

**Audio / Visual Requirements and/or Set up Information:**

**Westwood Use Only**

Room Approval Received Yes  Insurance: Received ; On File ; or Confirmed have Home Owners

Overseer \_\_\_\_\_ AV Tech \_\_\_\_\_

Set up/Take down \_\_\_\_\_ Chair Handler \_\_\_\_\_

I/We agree to:

1. Pay a deposit of \_n/a\_ upon acceptance of the rental agreement with the balance due no later than two weeks after the event. ( In case of cancellation of the event, this deposit is refundable minus any incurred costs by Westwood in preparing for the event.)
2. Abide by the Facility Use Policy of the Westwood MB Church which I/we have read and discussed where clarification was needed.
3. Provide the required certificate of insurance as per the terms of the Facility Use Policy or Confirm you have Home Owners insurance.

Accepted (Print) \_\_\_\_\_ (Signature) \_\_\_\_\_ Date \_\_\_\_\_

### Summary of Important Facility Use Policies

(Please refer to complete policy for more detail)

1. The first use of the facilities of Westwood MB Church shall be for the ministries, programs and activities of Westwood MB Church and its affiliated associations.
2. All activities of all users of the facility of Westwood MB Church shall not conflict with the purpose, objects and beliefs of Westwood Mennonite Brethren Church, and the Confession of Faith of the Mennonite Brethren Church ( .
3. The use of the church facility for a wedding will be permitted on a mutually acceptable date where the wedding adheres to the definition of marriage in the Confession of Faith of the MB Church as being between a man and a woman. All officiating ministers or marriage commissioners must be approved by the senior pastor to be theologically in agreement with the Confession of Faith of the MB Church. Decorating and rehearsal time must be booked and approved at the time of initial booking. Any changes are subject to negotiation. A 50% surcharge on the facility space rental will be applied and will cover up to 2 hours for decorating and up to 2 hours for rehearsal.
4. Open flame candles are only permitted in the candelabras if they are dripless candles. Centerpieces can include candles but they must be enclosed in a chimney.
5. The use of any decorating materials must have prior approval as to appropriateness and safety. Products such as "Fun Tak" may be used for attaching decorations. In no case should masking tape, tacks, nails or hooks be used.
6. Serving alcohol, smoking or dancing is not permitted on these premises.
7. The use of confetti, rice or bubbles is prohibited in or around the building.
8. Extreme sports activities must be disclosed and approved before any rental agreement is signed. Then the appropriate insurance coverage must be obtained and submitted.
9. The kitchen facilities may only be used providing that a supervisor has a food safe certificate. If your group does not have a certified person, then one can be requested at the posted rate per hour.
10. No food or beverages may be served in areas not arranged for ahead of time.
11. All specialized equipment (E.g. sound system, theatre lighting, video equipment) owned by Westwood MB Church must be operated by the Church's qualified technician. That technician will be supplied for you at the posted hourly rate.
12. No equipment or property may be removed from the church without completion and approval of the appropriate Equipment Use form.
13. A designated facility/security supervisor must be present at all times or satisfactory arrangements for security made with Westwood MB Church ahead of time.
14. Each user group and renter is responsible for the behavior of their own guests and participants. Any damage done to the church or church property by guests and participants will be the responsibility of the renter.
15. All outside groups (those groups over which the church does not exercise full authority, control or supervision) are required to provide a certificate of insurance confirming that they have a minimum of \$2 million Comprehensive General Liability Insurance, co-naming the Westwood MB Church as an additional insured party. Certificate is required two weeks prior to the rental date. Failure to provide this may result in the termination of the reservation.  
***This is not open to negotiation as the Westwood MB Church insurance does not provide coverage for such rental groups or their participants***
16. Rental by any group does not mean that Westwood MB Church endorses the beliefs and practices of the rental group.
17. If information provided in the rental agreement is found to not be accurate, the event may be cancelled without notice or while in progress with no refund.
18. Any personal information obtained in this rental agreement will be destroyed 30 days after the event and will be kept in a safe and secure place until then.
19. All rental **fees are for any part of four hours**
20. Facility Use Application forms must be approved before event is considered to be booked. Allow up to 10 working days for approval.
21. A non-refundable rental deposit of \$100 must be made upon acceptance of the Rental Agreement with the balance due a **minimum** of four weeks prior to the event.