

# St. Peter's Anglican Church

## **HALL RENTALS POLICIES & PROCEDURES**

776 Brimley Road,  
Scarborough ON, M1J 1C6

(416) 267-2741

[stpetersscarborough.ca](http://stpetersscarborough.ca)

[stpetersscarborough@rogers.com](mailto:stpetersscarborough@rogers.com)



**Renter** \_\_\_\_\_

# FACILITIES AVAILABLE TO RENT

## **Main Sanctuary:**

- Accommodates a maximum of 300 persons
- Great for Worship Services and other large events



## **Owen Room:**

- Accommodates a maximum of 36 persons
- Great for small meetings and gatherings



## **Upper Parish Hall:**

- Accommodates a maximum of 150 persons
- Great for youth activities and concerts



## **Lower Parish Hall:**

- Accommodates a maximum of 139 persons
- Great for dinners and larger meetings



## **Kitchen:**

- Fully Equipped with a fridge, two stoves, full cutlery set, and dishes.



## **RENTAL RATES** *(as of May 2019)*

### **Daily Rental Rates\*:**

<u><b>Facility</b></u>	<u><b>Half Day (up to 4 hours)</b></u>	<u><b>Full Day (up to 8 hours)</b></u>
<b>Main Sanctuary</b>	\$350	\$650
<b>Owen Room</b>	\$75	\$140
<b>Upper Parish Hall</b>	\$250	\$450
<b>Lower Parish Hall (Newly Renovated)</b>	\$225	\$425
<b>Kitchen</b>	\$50	\$100

\*Church Parishioners are asked to contact the church regarding the rentals of the facilities

\*Given that Sunday is our day of worship, it can be difficult to accommodate rentals on that day, as they would have an impact on the life of the Church. Please note that the following accommodations will not be able to be made:

Fridays: 7-9 p.m. (Lower Parish Hall), Saturdays: 10-12 p.m. (Lower Parish Hall), Sundays: 8-4 p.m. (Entire Building)

\*For rentals all of facilities, or if you are looking for regular or reoccurring usage, please contact the church office by email or phone.

\* Insurance and security deposits are required for all rentals. Please note that a **\$50** security deposit is required for the kitchen, **\$100** for any of the Parish Halls, and **\$150** for the Sanctuary. These payments are to be made by **CASH ONLY**.

## **RENTAL GUIDELINES**

**General Guidelines:** The facilities of the church are available for use by qualifying community groups, and all events should be compatible with the tenets of the Anglican Church of Canada and Diocese of Toronto. Rates are based on the minimum cost to run the facility (gas, water, hydro, kitchen and bathroom supplies, administration, garbage removal, cleaning, and building maintenance) and are consistent with rates charged at similar facilities in the area. The church is not a commercial facility. In order to maintain low-cost access for community groups, we depend upon their cooperation and participation in scheduling and in cleanliness. Use of the facilities by outside groups restricts room availability for other church purposes.

### **Requirements:**

- No smoking is permitted in the building or on church property.
- Storage of any equipment must be approved in advance.
- Each usage must be scheduled and approved in advance with the rental coordinator.
- Any booking cannot interfere with the liturgical life of the parish. The church reserves the right to cancel events on rare occasions because of unscheduled church events (such as funerals).
- The parish takes no role in promoting events of renters. Any promotion of an event on church premises must be approved by the Corporation of the parish.
- Rates are reviewed and are subject to change according to church costs.
- The church reserves the right for additional charges, including but not limited to, as a result from damage to facilities or additional clean-up costs due to the group and/or event.
- Groups are responsible for cleaning the facilities after use, and the removal of garbage. Any signage or changes in décor must be removed before leaving the premises. Failure in doing so may result in being charged for custodial services, to be deducted from the security deposit provided.
- For programs that involve children under the age of 18, 2 unrelated adults must be present at all times during the activities. A parish representative will monitor these activities on a regular basis.
- The pew configuration of the worship space changes to suit the needs of the congregation. Groups are responsible for consulting the church office 2 weeks in advance of event for current seating arrangement, and to arrange a change in configuration if needed. Fees may be applied for requests to move furniture by church staff. Furniture in the worship space is not to be moved by renters.
- The worship space is equipped with a sound system and a visual system.
- No food or drink is permitted in the worship space.
- The office administrator must be informed of any changes in dates and times of events.
- All participants must vacate the building by 10:00 p.m. At the discretion of the church, participants may need to vacate earlier, or pay additional fees for late departures.

### **Occasional / Single-Event Use Requirements:**

- All groups must complete a Liability Application before the event to be covered under the church's insurance policy. The insurance company determines the fee according to the number of people present and if alcohol is being served.
- If alcohol is served, a liquor license will be required through the Liquor License Board of Ontario (LLBO), available through the LCBO. A copy of this license must be provided to the church before the event.
- An event is not confirmed until the Rental Coordinator receives the following:

1. Rental agreement and fees (*as found on the last page of this document*) **AND** proof of insurance
2. Liquor license (*if applicable*).
3. An event is only tentative until these requirements are met, and the time and space can be licensed to another group if not received in a timely manner.

### **Regular/Reoccurring Guidelines:**

- Groups must either provide proof of insurance using the Certificate of Insurance to the church or complete the Liability Application and pay the appropriate fee. The insurance company determines the fee as a flat rate. In either case, the church, with the assistance of the Diocese, will assess the level of risk involved for the group using the church, which will determine the limit request.
- No alcohol is permitted for regular license. If alcohol is to be served at any meeting the Liability Application must be completed and the fee paid for each affected meeting and a liquor license will be required through the Liquor License Board of Ontario (LLBO), available through the LCBO. A copy of this license must be provided to the church before the affected meeting.
- A License Agreement must be completed and approved by the Diocese of Toronto before the first meeting in the facility. This agreement sets out payment schedule, purposes of the meetings, and group contacts. When the agreement expires a new one will be drawn up, which can affect rates.
- The church will provide a copy of the Sexual Misconduct Policy and Procedures of the Diocese of Toronto.

## **PAYMENT TERMS**

- Receipts are issued following payment.
- Payments can be made with cash or money order.
- Security Deposits must be made with **CASH ONLY**.
- Cheques are to be made payable to ***“St. Peter’s Anglican Church”***
- Also, responsible for insurance and custodian fees as applicable.

### **Occasional / Single-Event Use**

- ALL applicable fees are due 2 weeks in advance of the event, or if the event has been approved less than two weeks in advance of the event, fees are to be paid in full within 2 business days of receiving notice of acceptance, but at least 24 hours before the event
- Failure to pay fees by the deadline may result in the cancellation of the event

### **Regular / Reoccurring**

- Payment is normally due the first business day of the month for that month
- Failure to pay fees by the conditions specified in the License Agreement may result in the suspension of events, or the cancellation of the Agreement.

## **CANCELLATION & REFUNDS**

### **Occasional / Single-Event Use**

- Written notice of cancellation of an event must be provided to the church at least 7 calendar days before cancelled event in order to be entitled for a refund: 75% of rental fees will be refunded, 100% of the deposit and custodian fees will be refunded.
- In the event that the church receives written notice of cancellation less than 7 calendar days before cancelled event (including after cancelled event), no fees will be refunded, however fees paid may be applied to a rescheduled event within 6 months of cancelled event.

### **Regular / Reoccurring**

- Written notice of cancellation of a meeting must be made to the church within 48 hours after scheduled event, along with a request for the amount to be refunded.

## **INSURANCE FORMS**

### **Option 1: Group Has Its Own Insurance**

If you have insurance for your business, the church requires proof. Please have your insurance company complete its regular certificate of insurance. Also, have your insurance broker complete the document “Certificate of Insurance Diocese of Toronto”

Both forms MUST be completed and returned to the church. An event is only tentative until forms are received.

### **Option 2: Group Requires Insurance**

To apply for Commercial General Liability (CGL) Insurance through Marsh Canada, complete the application online at the following address:

[www.marsh.ca/CUG-AnglicanToronto](http://www.marsh.ca/CUG-AnglicanToronto)

## **FORMS**

### **Insurance Application**

*Required for all rentals, unless the group has its own insurance.*

[www.marsh.ca/CUG-AnglicanToronto](http://www.marsh.ca/CUG-AnglicanToronto)

### **License Agreement**

*For regular/reoccurring rentals, to be completed by the parish.*

[www.toronto.anglican.ca/uploads.php?id=4dadd66889faf](http://www.toronto.anglican.ca/uploads.php?id=4dadd66889faf)

### **Certificate of Insurance**

*Proof of insurance if group has its own insurance.*

[www.toronto.anglican.ca/uploads.php?id=4dae1415a3a24](http://www.toronto.anglican.ca/uploads.php?id=4dae1415a3a24)

### **Liquor License**

*Required if alcohol is to be served.*

[www.agco.on.ca/forms/en/1575\\_a.pdf](http://www.agco.on.ca/forms/en/1575_a.pdf)

# **LICENSE AGREEMENT**

The License Agreement must be used for all **reoccurring rentals** of church space (*eg. Boy Scouts, Book Clubs, meetings etc.*).

## **Mandatory Insurance Requirements**

Commercial General Liability (CGL) Insurance of \$2,000,000 per occurrence (for low-risk Licensees) or \$5,000,000 per occurrence (for high-risk Licensees), including:

1. Tenant's Legal Liability: coverage of not less than \$250,000.00;
2. Additional Insured's: both the Incumbent and Churchwardens of the parish and The Incorporated

Synod of the Diocese of Toronto must be listed as additional insured's.

For License Agreements, a standardized Diocesan "Certificate of Insurance" template is provided to help facilitate the interpretation of the insurance document received from a Licensee. This must be fully completed and signed/stamped by an authorized representative of the Licensee's insurance company. This is the only Certificate of Insurance that will be accepted for review by the Trusts Committee.

**Low-Risk Licensees:** Examples of low-risk activities include adult craft groups, adult social groups, AA, or NA groups. All low-risk activities require at least \$2,000,000 per occurrence of CGL insurance.

**High-Risk Licensees:** All activities involving children, youth (under the age of 18), or vulnerable adults require at least \$5,000,000 per occurrence of CGL insurance. Other examples include: church groups, day cares or nurseries, dog training, and physical activities such as sports camps or gymnastics groups.

These insurance amounts (\$5,000,000 for high-risk, and \$2,000,000 for low risk user groups) represent the per occurrence amount of CGL insurance required by the Trusts Committee of the Diocese in order to recommend to Diocesan Council approval of a License Agreement. Please note that it is also recommended that high-risk user groups carry insurance coverage for sexual abuse with limits as high as is possible to obtain; however, such insurance does not form part of the requirements of the License Agreement.

## **"Allsport" Programme**

Parishes can access low cost CGL insurance, in the amount of \$2,000,000 per occurrence or \$5,000,000 per occurrence. To help determine what is considered "high-risk," please refer to the Responsible Ministry: Screening in Faith Policy or the "Assessing Risk" section of that programme on the website of the Anglican Diocese of Toronto.

The online system for the User Group Applications is now live and available for use at the following link: [www.marsh.ca/CUG-Anglican/Toronto](http://www.marsh.ca/CUG-Anglican/Toronto)



# **RENTAL AGREEMENT**

This agreement is made on \_\_\_\_\_ (date) between \_\_\_\_\_ and St. Peter's Anglican Church.

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

Date of Event: \_\_\_\_\_ Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

Rooms/Areas reserved: Sanctuary Owen Room Upper Parish Hall Lower Parish Hall  
Kitchen

Half day/Full day: \_\_\_\_\_ (4-hour minimum, 8-hour maximum)

Group / individual has own insurance (documentation attached) Insurer \_\_\_\_\_  
Policy No. \_\_\_\_\_

OR

Renter has purchased insurance online: [www.marsh.ca/CUG-AnglicanToronto](http://www.marsh.ca/CUG-AnglicanToronto)  
(documentation attached) Entry and Exit Arrangements: \_\_\_\_\_

Name & Contact Information of Person in charge: Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Total Rental Fee: \_\_\_\_\_ Security Deposit: \_\_\_\_\_

(Payable to St. Peter's Anglican Church) Payment Due Date \_\_\_\_\_

**Disclaimer:** I have read, understand, and agree to St. Peter's Anglican Church's rental policies and procedures, including compliance to insurance and liquor license requirements, and payment of rental fees and security deposits.

\_\_\_\_\_  
**Authorized Signature** ("Renter")

\_\_\_\_\_  
**Authorized Signature**  
Bob Saunders  
(Diocesan Administrator)

\_\_\_\_\_ **Date**

## **WAIVER OF LIABILITY FORM**

In consideration of our using all or part of the premises of St. Peter's Anglican Church from \_\_\_\_\_ (Time/Date) to \_\_\_\_\_ (Time/Date) as Tenant, Lessee or Licensee, we hereby covenant and agree to save the Incumbent and Church wardens of the Parish of St. Peter's Anglican Church, and the Incorporated Synod of the Diocese of Toronto harmless from all manner of actions, causes of action, suits, debts, dues, accounts, bonds, covenants, claims and demands, whatever which against the said Incumbent and Church wardens and the Incorporated Synod of the Diocese of Toronto, any person, persons, corporation or corporations might have in respect to any mishap, accident or casualty arising out of the use or condition of the said premises or any part thereof during our occupancy, and we covenant and agree to carry liability or casualty insurance for a reasonable amount to protect the said party, and/or the Incumbent and Church wardens of St. Peter's Anglican Church and the Incorporated Synod of the Diocese of Toronto in respect to the user of the said premises, by the organization using the premises, its servants, agents, invitees and such persons as the organization permits, and the said organization hereby acknowledges and agrees that the use of the premises is entirely at the user's own risk.

\_\_\_\_\_  
**Authorized Signature** ("Renter")

\_\_\_\_\_  
**Authorized Signature**  
Bob Saunders  
(Diocesan Administrator)

\_\_\_\_\_  
**Date**