



Middleton Baptist Church - Facility Usage and Rental Agreement

Date of Application: _____
Name of Organization: _____
Name of Contact person (responsible for supervision): _____
Phone: _____ Email: _____
Approximate Number of Attendees: _____
Purpose of Use: _____
Fee (if any): _____ Sanitization Fee (if any): _____
Requested Start Date: _____ End Date: _____
Time(s): _____ Key Return Date: _____

The following is an agreement for the use of the following Church facilities/property:

I agree, on behalf of the organization/group making application, that the group/organization accepts responsibility to leave the facility in good order.

I agree that should damage occur, my organization/group is responsible to bear the cost of repair or replacement.

I agree to the following conditions for the use of the Church’s property:

- We will pick up the key to the (School Street) entrance of the church, during office hours, no less than 24 hours prior to the actual use of the facility.
- We will be responsible for securing the church facility at the completion of use, ensuring any windows are closed, lights are turned off, and doors are locked.
- We will abide by the policies Middleton Baptist Church adheres to. These will be made available for our viewing upon request, or they may be viewed at: www.middletonbaptist.com
- We will adhere to the usage and rental policy (detailed below).
- We acknowledge and accept that there is a risk that we could be exposed to COVID-19 while at the Middleton Baptist Church Facility or on its property.
 - We acknowledge and confirm that we are willing to accept this risk as a condition of using the Middleton Baptist Church Facility or property. We declare that we will not commence litigation or otherwise seek to recover damages or other compensation against the Middleton Baptist Church based on any action, claim, demand, request, loss or any recourse whatsoever arising from any potential or actual exposure to COVID-19 while present at the Middleton Baptist Church Facility or property. We further acknowledge that the Middleton Baptist Church can rely on this Release of Liability as a complete defense to any and all claims, damages, causes of action, or recourse or liability that may arise at any time.

Name: _____ Signature: _____ Date: _____

Please make cheques payable to: Middleton Baptist Church

Middleton Baptist Church - Facility Usage and Rental Policy

- Everyone must abide by the Government of Nova Scotia's (NSG) rules and regulations on gatherings in a public place, as it pertains to each individual/event/organization, that are in effect at the time of the visit to MBC. This includes rules about masks, gathering limits, social-distancing, COVID screening, exposure sites, proof of vaccinations, etc. It is the responsibility of the individual/organization visiting/renting/using the space to know the rules and ensure such rules are known and being complied with by all participants/attendees. It is not MBC's responsibility to inform you of NSG's rules and/or changes/updates to the rules, but we can help you understand them at your request. For more info on current regulations, visit: <https://novascotia.ca/coronavirus/restrictions-and-guidance/>
- All groups using the church facilities must complete an application form obtained from the Church Office and return it to the office not less than seven (7) days prior to the intended use.
- All groups using MBC facilities must designate a person, or persons, to be in charge. At least one of these persons must be present in the building at all times when the group is occupying the designated space. This person's name will be recorded on the application form and he/she will be responsible for his/her group.
- The Administrative Assistant is authorized to grant permission for the use of facilities, but if doubt exists, should contact the Lead Pastor and/or the Chairman of the Property Management Committee. Once permission for usage has been granted, a copy of the approved application will be given to the applicant. The original application will be kept on file in the church office. The Administrative Assistant will ensure the calendar is updated with the request.
- MBC property, including furniture, hymnals/bibles, are not to be removed from a room without permission from the Administrative Assistant/Lead Pastor. Any furniture moved must be returned to the exact same location.
- Once a booking is confirmed, it will not be changed without permission of the group renting the facilities. However, there may be circumstances that require MBC to cancel the booking (ex. funerals, etc.).
- MBC facilities will not be rented to/used by an individual or group for entrepreneurial purposes.
- MBC facilities will not be rented to/used by an individual or non-profit organization for fundraising purposes, unless pre-approved by the Lead Pastor and the Chairman of the Property Management Committee.
- Rental of the facilities does not include the use of kitchen facilities/dishes. A schedule of fees is in place for such additional facilities/requests.
- Alcoholic beverages and illegal substances are prohibited on MBC premises.
- The smoking and/or vaping of cigarettes, marijuana, and other such substances, legal or illegal, is prohibited on MBC premises.

Name: _____ Signature: _____ Date: _____

Office Use Only

Rental/usage approved by: _____

Rental/Sanitization fee (if any): \$ _____

Rental fee (if any) received: Yes / No

Key issued: Yes / No

Key issued to: (Name) _____

Calendar updated

Copy (of this agreement) provided to signee