



RENTALS

POLICIES & PROCEDURES

700 Kennedy Road
Scarborough ON M1K 2B5
Telephone: 416-755-5316
office@gracechurchscarborough.com
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FACILITIES AVAILABLE TO RENT

Parish Hall – Upper & Lower Levels

- Upper Area: 20'X30' 600 sq ft
- Main Lower Area: 28'X30' 840 sq ft
- Accommodates up to 200 people without tables/100 with tables.
- 15 - 30 x 72" tables, 3 - 30 x 96" buffet tables, and 100 blue cushion chairs available for use.
- Wheel chair ramp access from upper to lower levels of the hall.

Kitchen

- Approx. 20' x 26' 520 square feet.
- Full catering kitchen, including industrial dish washing system, electric range stove, warming oven, double door commercial fridge, under counter bar fridge and serving hutch.

Sanctuary (Worship Space)

- Approx. 2600 square feet.
- Accommodates up to 200 people (*pew seating for 150*)

Narthex (Oval)

- Approx. 1200 square feet.
- Accommodates up to 100 people standing / 50 seated.
- Includes kitchenette with sink, coffee maker, and mini-fridge.

RENTAL RATES

as of January 1, 2017

Room/Area	Half Day <i>(Up to 4 hours)</i>	Full Day <i>(Up to 8 hours)</i>	Security Deposit
Parish Hall	\$150	\$300	\$100
Kitchen	\$150	\$300	\$200
Parish Hall + Kitchen	\$250	\$500	\$200
Narthex (Oval)	\$100	-	\$100
Worship Space + Narthex	\$300	-	\$200



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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. Custodial services can also be requested for \$20/hour for a minimum of 3 hours.
- 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. There is an additional charge for the church technician of \$20/hour for a minimum of 3 hours to use the church's equipment.
- No food or drink is permitted in the worship space.
- The rental coordinator 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.



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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 licence](#) will be required through the Liquor Licence Board of Ontario (LLBO), available through the LCBO. A copy of this licence must be provided to the church before the event.
- An event is not confirmed until the Rental Coordinator receives the following:
 - rental agreement and fees (*as found on the last page of this document*)
 - proof of insurance
 - [liquor licence](#) (*if applicable*).
- 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 licence](#) will be required through the Liquor Licence Board of Ontario (LLBO), available through the LCBO. A copy of this licence must be provided to the church before the affected meeting.
- A [Licence 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.



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PAYMENT TERMS

General Terms

- Receipts are issued following payment.
- Payments can be made with cash, cheques or money order.
- Security Deposits must be made with cash.
- Cheques are to be made payable to ***“Grace Church in Scarborough”***
- Also responsible for insurance, custodian, and audio visual technician fees as applicable.

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.

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

CANCELLATION & REFUNDS

Regular

- 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.

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, custodian and audio visual technician 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.



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LICENCE AGREEMENT

(for regular/reoccurring rentals)

The [License Agreement](#) must be used for all **reoccurring rentals** of church space (*eg. Boy Scouts, Book Clubs, Alcoholics Anonymous 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-AnglicanToronto



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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

Read the first 2 screens and click "Continue."

Read the third screen and click "Yes."

On the fourth screen, select:

- Religious Institution: "Anglican Diocese of Toronto"
- Church's Insurance Certificate Number: "**0300**" and click "Verify"
- The Church's name will appear beneath
- Name/Address of the Venue: "**700 Kennedy Road ON M1K 2B5 (Church Building)**"
- Will you be engaging in any of the following excluded activities?: "No"
- Do you authorize Marsh Canada.....?: "Yes"
- "Continue"

Be sure to read all screens. The above information is provided for assistance only.

Ensure that all answers and information you give are complete and accurate for your group.

For Technical Support, click "Contact Us" on the upper left of the screen.



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FORMS

Insurance Application

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

www.marsh.ca/CUG-AnglicanToronto

Liquor License

Required if alcohol is to be served.

www.agco.on.ca/forms/en/1575_a.pdf

Certificate of Insurance

Proof of insurance if group has its own insurance.

www.toronto.anglican.ca/uploads.php?id=4dae1415a3a24

License Agreement

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

www.toronto.anglican.ca/uploads.php?id=4dadd66889faf



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OCCASIONAL/SINGLE-USE EVENT - RENTAL AGREEMENT

This agreement is made on _____ (date)

between _____ and Grace Church in Scarborough.

Description of Event: _____

Date of Event: _____ Start time: _____ End Time: _____

Rooms/Areas reserved: Sanctuary Narthex (Oval) Kitchen Hall

Custodial Support (optional) – Number of hours: _____ (3 hour minimum, \$20/hr)

Audio / Visual/ Instrumental Requirements (check all that apply):

Sound System: TV Screens: Piano Electronic Organ

Insurance Compliance:

Group / individual has own insurance (documentation attached)

Insurer _____ Policy No. _____ OR

Renter has purchased insurance online: 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 Grace Church in Scarborough) Payment Due Date _____

Disclaimer: I have read, understand, and agree to Grace Church in Scarborough'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
(signing officer of Grace Church in Scarborough)



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WAIVER OF LIABILITY FORM

In consideration of our using all or part of the premises of Grace Church in Scarborough

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 Grace Church in Scarborough, 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 the Church of Grace Church in Scarborough 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

Date