



RENTALS

POLICIES & PROCEDURES

700 Kennedy Road
Scarborough ON M1K 2B5
Telephone: 416-755-5316
rentals@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.
- Wheelchair ramp access from upper to lower levels of the hall.

Kitchen

- 20’X26’ 520sq ft.
- 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

Room/Area	Half Day (Up to 4 hours)	Full Day (Up to 8 hours)	Security Deposit
Parish Hall	\$175	\$350	\$200
Kitchen	\$175	\$350	\$200
Parish Hall + Kitchen	\$300	\$600	\$200
Choir/Small Room	\$175	\$300	\$200
Narthex (Oval)	\$175	\$300	\$200
Worship Space	\$300	\$600	\$200
Worship Space + Narthex	\$350	\$700	\$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 \$25/hour for a minimum of 4 hours.
- For programs that involve children under the age of 18, two (2) unrelated adults must always be present 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 11:00 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 an [Insurance 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:
 - rental agreement and fees (*as found on the last page of this document*)
 - proof of insurance
 - [liquor license](#) (*if applicable*) visit www.agco.on.ca
- 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 [Insurance 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.
 - Note: the insurance program has the following exclusions:
 - Daycares, nurseries, Montessori schools, and related
 - Other churches or congregations
 - Boxing and/or kickboxing and/or contact martial arts
 - If you wish to receive an insurance quote from [Aon Risk Solutions](#) for any of the above uses, please contact Cameron Chisholm 289-313-2610
- No alcohol is permitted for regular license. If alcohol is to be served at any meeting the [Insurance 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 one week 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.



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PAYMENT TERMS

General Terms

- Receipts are issued following payment.
- Payments can be made with cash, cheques or money order.
- Security/damage deposits must be made with cash.
- Cheques are to be made payable to ***“Grace Church in Scarborough”***
- Also responsible for insurance, liquor license, 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

- Security/damage deposits must be paid at the time of booking and are refundable after the event upon satisfactory inspection of the facilities.
- All applicable fees are due two (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 30 days in advance of a scheduled event, along with a request for a partial refunded.
 - Note that refund request is granted at the discretion of the Rental Coordinator, in consultation with the Corporation of Grace Church, and are not guaranteed.

Occasional / Single-Event Use

- Written notice of cancellation of an event must be provided to the church at least seven (7) calendar days before cancelled event in order to be entitled to a refund:
 - 100% of rental fees will be refunded, including custodial and audio-visual technician fees.
 - **The security/damage deposit is not refundable.**
- In the event the church receives written notice of cancellation less than seven (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 six (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 (*e.g. 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 insureds.

Groups must either provide proof of insurance using the [Certificate of Insurance](#) to the church or complete the [Insurance 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.

- Note: the insurance program has the following exclusions:
 - Daycares, nurseries, Montessori schools, and related.
 - Other churches or congregations.
 - Boxing and/or kickboxing and/or contact martial arts, and related.
- If you wish to receive an insurance quote from [Aon Risk Solutions](#) for any of the above uses, please contact: Cameron Chisholm 289-313-2610.

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.



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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

<http://www.toronto.anglican.ca/uploads.php?id=4dae1415a3a24>

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 Aon Risk Management, complete the application online at the following address:

Aon Individual and Group Users Insurance Application Form

<http://www.anglican-user.aon.ca/>

Need Help? Feel free to email us at church.certs@aon.ca

If your group/activity is excluded from the insurance program, you can receive a quote from Aon by contacting Cameron Chisholm at 289-313-2610.

Once insurance has been paid for and confirmation received, it needs to be forwarded to the rental coordinator at rentals@gracechurchscarborough.com. This must be done one (1) week prior to the event date, otherwise you will not be permitted on the premises.



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OCCASIONAL/SINGLE USE EVENT RENTAL AGREEMENT

This agreement is made on _____ between _____ and Grace Church in Scarborough

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

Description of Event: _____

Number of People Expected: _____ Serving Alcohol: _____ (see below)

Entry Arrangements: _____ Exit (closing) Arrangements: _____

PLEASE NOTE: In accordance with our rental requirements found on page 2 of our Rental Policies & Procedures, any booking cannot interfere with the liturgical life of the parish. The church reserves the right to cancel event on rare occasions because of unscheduled church events (such as funerals).

NAME & CONTACT INFORMATION OF PERSON IN CHARGE (PLEASE PRINT)

Name: _____

Phone Number: _____ Cell Number: _____

Email Address: _____

ROOMS/AREA REQUESTED

- Sanctuary Narthex (Oval) Kitchen Hall

AUDIO/VISUAL/INSTRUMENTAL REQUIREMENTS (CHECK ALL THAT APPLY):

- Sound System TV Screen Piano Electric Organ

CUSTODIAL SUPPORT (optional): Number of hours _____ (4 hours minimum @ \$25 per hour)



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INSURANCE COMPLIANCE

- Group/individual has own insurance (documentation attached)
Insurer _____ Policy Number _____
- Renter will purchase insurance online at: <http://www.anglican-user.aon.ca/> (documentation attached)
- Renter will purchase a liquor license through the LCBO online at : <https://www.agco.ca> (documentation attached)

Please note once insurance and/or liquor license has been paid for and confirmation received, it needs to be forwarded to the rental coordinator at rentals@gracechurchscarborough.com

This must be done one (1) week prior to the event date, otherwise your event will not be allowed to take place on the premises.

SECURITY/DAMAGE DEPOSIT (CASH ONLY)

_____ has received \$ _____ on _____

Signing officer of Grace Church in Scarborough

RENTAL FEE (CASH OR CHEQUE)

The total rental fee of \$ _____ is due on or before _____

(Cheques payable to Grace Church in Scarborough)

_____ has received \$ _____ on _____

Signing office of Grace Church in Scarborough

RETURN OF SECURITY/ DAMAGE DEPOSIT

_____ has returned \$ _____ on _____

Signing officer of Grace Church in Scarborough

I have received the return of \$ _____ of the security/damage deposit

_____ Date _____

Signature of "Renter" (or authorized person) for the return of security/damage deposit



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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 _____ (date/time) to _____ (date/time) 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, and 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 ("Renter")

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. I have received a copy of the Rental Policies and Procedures.

Authorized Signature ("Renter")

Date



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HALL RENTAL CLOSING CHECKLIST

PLEASE ENSURE THE FOLLOWING HAS BEEN DONE PRIOR TO LEAVING THE FACILITIES:

- All spills need to be mopped up. A mop and bucket will be left for you to use.
- Floor needs to be swept clean of debris. A broom/dustpan will be left for you to use.
- Any signage or changes to décor must be removed, without damage, before you leave the premises.
- All garbage and recycling need to be separated (hall, kitchen, washrooms) and removed from the facilities. Garbage bags and clear bags for recycling will be provided to you. Our garbage and recycle bins are located behind the Church. The key for the bins is located in the storage room and must be returned.
- Tables and chairs should be left in the same condition/ set-up as they were when you arrived, unless otherwise stated.
- If the kitchen was used; all surfaces should be wiped down, sink cleaned, and all appliances turned off. Do not leave any items in the fridge, stove, or steam warmers.
- Please remember to take all your belongings with you.
- Please turn off all lights.

As per Grace Church’s Rental Policies, page 3 – Requirements:

- 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, or any damage caused by the removal of decorations may result in being charged for custodial services or repair, to be deducted from the security deposit provided. Custodial services can also be requested for at a rate of \$25 per hour for a minimum of 4 hours.

I, _____ have received this document and understand that all of the requirements must be followed.

Authorized Signature (“Renter”)

Date