

Rental Policy for Lighthouse Gospel Church

Purposes of Lighthouse Gospel Church

1. To proclaim Jesus Christ through exalting, equipping, evangelizing, and encouraging; so that people may put their trust in God and receive Jesus Christ as Saviour and Lord and grow in their faith.
2. To declare that the Bible is our written authority as stated in our Statement of Faith. We believe that authoritative interpretation of the Bible is the result of personal and corporate reflection under the guidance of the Holy Spirit.
3. To teach and live according to the principles as written in the Bible.
4. To encourage and demonstrate Christian unity amongst ourselves and in fellowship with other believers that confess Jesus Christ as Lord and Saviour.
5. To evangelize our neighbours and family members and others around the world by declaring the life-changing gospel of Jesus Christ.
6. To promote Christian marriages as a lifelong covenant between a man and a woman for the purpose of companionship, encouragement, sexual intimacy, and procreation. (*See Wedding Policy*)

Prioritizing of Facilities Use for Lighthouse Gospel Church

1. All events and activities that are under the full authority, control and supervision of staff or volunteers of Lighthouse Gospel Church.
2. All activities on the church property will be activities that do not undermine Lighthouse Gospel Church's Statement of Faith.
3. Other charitable groups with similar purposes, especially those supported by Lighthouse Gospel Church.
4. Not-for-profit organizations that by word and deed support and endorse the Statement of Faith and the charitable purposes of Lighthouse Gospel Church.
5. There may be unforeseen emergencies (i.e. funerals) that will receive preference over other building/room reservations. (In which case, a full refund will be issued.)

General Policies of Lighthouse Gospel Church

1. The first use of the facilities of Lighthouse Gospel Church shall be for the ministries, programs and activities of Lighthouse Gospel Church and its affiliated associations.
2. All activities of all users of the facility of Lighthouse Gospel Church shall not conflict with the purposes and beliefs of Lighthouse Gospel Church.

3. The use of the church facility for a wedding and/or wedding reception will be permitted on a mutually acceptable date where a wedding adheres to the definition of marriage in the Statement of Faith. All officiating ministers must be approved by the Board of Elders to be theologically in agreement with the Statement of Faith. All marriages performed at Lighthouse Gospel Church must provide evidence of participation in premarital counseling as approved by the Board of Elders and must agree and adhere to the Lighthouse Gospel Church Wedding Policy.
4. All neutral activities that agree in word and practice with our Statement of Faith will be considered based on availability and mutually acceptable date at the standard fee.
5. **Reservations will only be issued up to 6 months in advance.**
6. No alcohol, drugs, smoking, firearms, or gambling in the church building or on the church property.
7. The use of confetti, rice or bubbles is prohibited in or around the building.
8. Extreme sports activities must be disclosed before any rental agreement is signed. Then, the appropriate insurance coverage must be obtained and submitted.
9. All electronic equipment owned by Lighthouse Gospel Church must be operated by the Church's qualified technician. That technician will be supplied for you at the posted rate per hour.
10. No equipment or property may be removed from the church without prior permission and approval.
11. Each user group and renters are 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 renters.
12. All renters will arrange for their own food and beverages (no alcohol).
13. The insurance policy of Lighthouse Gospel Church does not cover liability for rental groups, their guests, or participants. **Each applicant agrees to obtain their own insurance and indemnify Lighthouse Gospel Church from any liability. All rental users will be required to arrange for and provide proof of their own insurance to use this facility.** (<https://duuo.ca/event-insurance/>) Please include the following when applying for the policy:
 1. Names (bride & groom, both need to be on the policy if the event is for a wedding.)
 2. Add **Lighthouse Gospel Church** as "additional insured" when prompted.
 3. Include the day of your rehearsal **and** wedding day for coverage.
 4. Ensure copy is sent to **office@lighthousegospel.ca**

Facility and Equipment Use:

1. All damage or broken items must be reported to the church office.

2. **The standard of cleanliness is to be returned to the condition you found it in or better. There is a mandatory \$500.00 damage/cleaning deposit due upon booking.** This amount will be reimbursed upon completion of cleaning checklist (found attached to this document) and inspection from our janitorial staff.
3. All garbage must be removed and placed in the dumpster outside.
4. All linens (tablecloths, dish towels, hand towels) are to be left in the laundry room down the hall. Wet dishcloths need to be hung over the wash bin to dry.
5. No food and beverages may be served in areas not arranged for ahead of time.
6. All tables and chairs must be cleaned up and put away after the event.
7. All use of the kitchen must follow regulations of the local Health Unit.
8. Church owned sports equipment may only be used if arranged and approved, and then returned to their appropriate storage places.
9. Only non-marking shoes are permitted in the gym.
10. Moving of any accessories (plants, shrubs, cross etc.) must be declared and approved prior to the event.
11. Candles are only permitted if they have protection from wax spray underneath them.
12. The cleaning checklist must be checked, signed, and returned to the church office after event. See the church secretary for details.
13. The heat and air conditioning are preset. If you believe your room temperature is consistently uncomfortable, please notify **Corny Wall @ (519) 521-1884** for temperature adjustment.

Disclaimers:

1. Rental by any group does not mean that Lighthouse Gospel Church endorses the beliefs and practices of the rental group.
2. 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.
3. The insurance policy of Lighthouse Gospel Church does not cover liability for rental groups, their guests, or participants. **Each applicant agrees to obtain their own insurance and indemnify Lighthouse Gospel Church from any liability.**
4. Any costs incurred by Lighthouse Gospel Church because of the applicant's use of this facility and these premises are payable by the applicant.
5. Lighthouse Gospel Church leadership have the authority to review and approve or deny requests for the use of the church facilities and property.
6. Lighthouse Gospel Church leadership reserves the right to make exceptions to the stated policy as needed.

(Please sign and return the following 2 pages.)

Fee Structure:

- For events lasting up to 4 hours. (If more time is needed, arrangements need to be made at time of booking):

Damage deposit	\$ 500.00 (refundable after event)
Cleaning Fee	\$ 50.00
Sanctuary	\$ 230.00 (\$150 sanctuary, \$80 sound technician)
Gym (weddings)	\$ 500.00
Gym (smaller group events)	\$ 80.00
Kitchen	\$ 150.00
Total amount owing:	\$ _____

(all rentals include use of foyer and washroom facilities)

Facilities requested: _____

Date of Event: _____ Event start time: _____

Set up time: _____ Person responsible for set up: _____

Event Completion time (including clean up): _____

Purpose of use: _____

Name of user/agency/organization: _____

Billing address: _____

Name of person responsible: _____

Phone: _____ e-mail: _____

Personnel supplied by church: Sound Technician _____

User agreement:

I/We agree to...

1. Provide the certification of insurance required by the day of the event. Failure to provide insurance will result in cancellation of use of facility without any further notice.
2. Pay the rental fees at the time of booking.
3. Be responsible for all setting up and cleaning up after completion of event.
4. Take responsibility for actions of all guests and participants using the facility.
5. Release Lighthouse Gospel Church from any liability.
6. Read and abide by the facilities use guidelines.
7. That the information provided is accurate and true.

Signed: _____

Date: _____

Please print name: _____

Deposit is due upon booking. Full amount is due 30 days prior to event date.

Deposit received: _____ by: Cash _____ Cheque _____

E-transfer _____

E-transfer to treasurer@lighthousegospel.ca. Indicate name and reservation date in the message portion when sending the E-transfer.

Amount owing: _____ by (date) _____

LGC Cleanup Check List

All damage or broken items must be reported to the church office (519-427-6012).

The standard of cleanliness is to be returned to the condition you found it in or better. The dumpster key is in the laundry room, hanging inside the cupboard furthest to the right. Please lock dumpster when you are finished.

KITCHEN

	All food items MUST be removed and taken home. Please do not leave any food bits in the sink, fridge or on the counter.
	All linens (tablecloths, dish towels, hand towels) are to be left in the laundry room down the hallway. Wet dishcloths need to be hung over the wash bin to dry.
	Wipe down all counter tops
	Clean out dishwasher and turn off after use
	Ensure ovens are cleaned out and turned off. Turn off exhaust fan.
	All garbage must be removed, tied up and placed in the dumpster OUTSIDE . Replace each bin with a clean bag. If there are no clean bags in the kitchen, please grab some from the laundry room cupboards.
	Sweep floors. Brooms are in the laundry room down the hallway.
	Coffee makers need to be emptied, rinsed and cleaned, dried and stored with lids upside down. (Stored in lower cabinets under kitchen island).
	Please turn off lights when you are finished.

GYM

	Wipe down tabletops, fold up, and place on table carts. These are to be put into the storage room.
	Stack chairs and place against wall. Please do not hit or scrape the walls.
	Sweep floors. Brooms are in the laundry room down the hallway.
	All garbage must be removed, tied up and placed in the dumpster OUTSIDE . Replace with new bag (found in kitchen or laundry room cupboard.)
	Please turn off lights when you are finished.

GENERAL FACILITY USE

	Flush all toilets after event.
	Empty bathroom stall garbage bins and main garbage in the bathrooms. Replace with a fresh new bag. Bags are in bottom of garbage bins, or in the bottom drawer in the ladies bathroom.
	Empty nursery and foyer garbages and place outside of the kitchen door in the hallway.
	Sweep floors. Brooms are in the laundry room down the hallway.
	Please turn off lights when you are finished. (Washrooms, hallways and upstairs included)
	Lock main entrance door from inside. You can use the side doors of the sanctuary to exit once your final check is done. Please note, these doors will lock you out, so make sure you have everything you need!

Name: _____

Phone #: _____

Signature: _____

Date: _____

Please leave completed copy on kitchen counter. Thank you for your cooperation. God Bless!!