

# MARTIN GROVE UNITED CHURCH

## APPLICATION FOR USE OF CHURCH FACILITIES

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ email \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

### Reason for Rental

- Meetings /Seminars
- Educational Programs
- Special Occasions
- Reception

### Equipment Required

- Kitchen
- Tables & Chairs
- Elevator service (requires trained staff)

Other \_\_\_\_\_

Other \_\_\_\_\_

Date(s) required:

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time \_\_\_\_\_

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

### Church Space Required:

- Friendship Hall
- #1 Meeting Room (downstairs)
- #2 Meeting Room (downstairs)
- Friendship Hall & Kitchen
- Well-come room & Kitchenette

Anticipated Attendance:

1-15    25-50    50-100    100-150 (100 seated – 150 Standing room only)

Give a brief description of your event/activity \_\_\_\_\_  
\_\_\_\_\_

---

**THIRD PARTY LIABILITY INSURANCE:** People renting church space (including church congregation members) is considered as Third Party and are required to purchase the **Third Party Event Liability Insurance** with a minimum of \$2 million liability insurance. The **United Church of Canada** offers insurance at fair rates and can be purchased online <https://www.hubinternational.com/en-CA/programs-associations/united-church-of-canada-event-insurance/> and you must provide proof of Insurance to be filed with the church office prior to usage of the facilities.

**Insurance Company** \_\_\_\_\_ **Policy#** \_\_\_\_\_

---

I acknowledge that I have **read** and will comply with the rules and regulations for the use of church facilities and agree to **abide** by these rules and regulations.

Date \_\_\_\_\_ Name (print) \_\_\_\_\_

Signature \_\_\_\_\_ Phone # \_\_\_\_\_

---

**Return application forms to:** Martin Grove United Church  
75 Pergola Rd.  
Etobicoke ON M9W 5K4  
Phone 416 745-6252  
[admin@mguc.ca](mailto:admin@mguc.ca)

**MARTIN GROVE UNITED CHURCH**  
75 Pergola Rd., Etobicoke, ON M9W 5K4

## RULES AND REGULATIONS FOR BUILDING USE

In order that our building and equipment, be maintained in good condition, and provide a safe and clean environment for our renters, without incurring extra costs for cleaning, so that we can operate within budget, the following rules and regulations have been established. These are to be used for the guidance of your group while using our building.

The **leader** or **person** in charge of a group will be responsible:

1. To open the building on time for their group and be in attendance at all times while the group is in the building. Upon leaving you must make sure **ALL** doors are securely locked.
2. To make note of **fire exits** and **fire alarm stations** and to prepare a plan for the evacuation of your group from the building in the event of an emergency. Furniture must not be placed such as to restrict exiting in case of an emergency.
3. To inform the church office within 24 hours of any requests for a **change** in time or place of event or meeting, or any other additional events or meetings other than scheduled
4. To refrain from stapling or taping anything to the walls. Use easels or notice boards or rolling dividers for this purpose, where possible. For special decorations and the use of candles, please consult with the Rental Co-ordinator for approval.
5. To see that your group is confined to the space you have rented.
6. Pianos or stationary furniture should not be moved without permission of the **MGUC Rental Committee**.
7. To see that **thermostat settings** and **heating controls** are not touched. Tampering will not be tolerated.
8. The **Lift/Elevator** is to be used only by trained personnel.
9. Before leaving the premises, stack and put away all chairs and tables used. Clear away all debris and wipe up spills. We ask that you bring garbage bags for all your **trash**, and you take all of it with you when you leave.

10. Please make sure all water taps are turned **off** and check all toilets to make sure they are shut **off** and no water is running. Report any problems to the church office or leave a phone message.
11. To securely close and lock all windows so that there is no possibility of rain or snow infiltration. The basement windows are particularly vulnerable to burglars and vandals due to the deep wells.
12. To see that all lights and electrical appliances are turned off including washrooms before leaving the building. Make sure **all entrance doors** are **locked**.
13. **Alcoholic** beverages and **smoking** strictly **forbidden**. This is an alcohol and smoke-free building.
14. **THIRD PARTY LIABILITY INSURANCE:** People renting church space (including church congregation members) is considered as Third Party and are required to purchase the **Third Party Event Liability Insurance** with a minimum of \$2 million liability insurance. The **United Church of Canada** offers insurance at fair rates and can be purchased online <https://www.hubinternational.com/en-CA/programs-associations/united-church-of-canada-event-insurance/> and you must provide proof of Insurance to be filed with the church office prior to usage of the facilities.

Please sign and date to verify that you have read and understand the above and **agree** to abide by these Rules and Regulations.

Name: \_\_\_\_\_ Date: \_\_\_\_\_