

**ST. PAUL'S UNITED CHURCH**  
454 EGBERT AVENUE, SASKATOON, SK S7N 1X3  
Phone: (306) 955-3766      Email: stpauls.uc@sasktel.net

**AGREEMENT FOR USE OF FACILITY**

Welcome to St. Paul's. Thank you for choosing our facility!

Name of Renter (please print) \_\_\_\_\_

Name of Group \_\_\_\_\_

Mailing Address \_\_\_\_\_

Type of Event \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Date of Event \_\_\_\_\_

Time of Event                      Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Estimated number of persons attending event: \_\_\_\_\_

Space Allocated:  Hall     Auditorium (room with stage)     Kitchen  
 Basement Meeting Room     Worship Center

**Please adhere to the following guidelines and policies for using our facility**

**1. FACILITY CARE:**

- a. Please leave the facility the way you found it. You are responsible for your own set-up, take down, and clean up. This includes washing tables and counters, spot cleaning any spills on floors, stacking the chairs, and placing garbage bags outside kitchen door. **CLEANING SUPPLIES** can be found under Kitchen sink blue bucket labeled "Cleaning Supplies". Dry mop (by Kitchen door) & wet mop (by freezer) for spills are located in Kitchen.
- b. **GARBAGE:** Empty pop or juice containers for recycling, and leave garbage bags (no more than 6) outside the kitchen door, otherwise, St. Paul's United Church will take \$50 from the Damage Deposit.
- c. **EXTERIOR** – The exterior must be left the way you found it. Dispose cigarette butts in receptacles, and dispose of every other garbage in the parking lot.
- d. **PLEASE NOTE:** In accordance to City Bylaw #8244 all noise must be over by 11pm.

- e. Please always use the chair-movers to move chairs.
- 2. We do not permit alcohol, drugs, or gambling on the premises.
- 3. Please secure the building when you leave: turn off lights (check bathrooms), close all doors and windows and ensure doors are locked.
- 4. If you have arranged to use the kitchen, we request that you provide your own tablecloths, coffee, and tea. Please clean up the kitchen. Food items within the cupboards belong to St. Paul's Soup Lunch Program.

**COMMERCIAL DISHWASHER:** Please follow the instructions on the wall for use. When you are finished, turn the hot water lever off.

- 5. **ACCESS:** Use the double glass doors off the parking lot. Using the front entrance to the church may set off an alarm, which will result in a \$75 false alarm fee.

**KEYS:** If you are using our facility during non-profit hours, a key will be provided to you. A key is provided in trust that it will only be used for the designated time period of you booking. **\*Your key must be left in the Drop Box beside the front doors before you leave.**

Please indicate what date you would like to pick up the key:

Pick-up date: \_\_\_\_\_

**6. FEES:**

- a. **DAMAGE/SECURITY DEPOSIT – a damage/security deposit** of \$500 is required for all bookings. To receive all of your security deposit back, the building must be left the way you found it; this includes: spot wiping spills and tabletops. Clean up must follow guidelines outlined in this agreement and in the rental exit checklist (provided when key is picked up). **\*Note: please avoid tape on walls or hanging lights from ceiling structure or using a staple gun to affix banners to walls.**

**IMPORTANT INFORMATION RELATING TO SECURITY DEPOSIT**

- **As stated above, your group must stay within the space you have booked.** Access to other parts of the building is not permitted. If your group uses other parts of the building, **your security deposit will be kept.**

**RENTAL AMOUNT:** \_\_\_\_\_ **DAMAGE DEPOSIT:** \_\_\_\_\_

I have read, understood and agree to the guidelines and policies as stated above.

**SIGNATURE OF RENTER:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office Contact:**

Zixia Gong, Office Admin.

OFFICE HOURS: Monday – Friday, 9:00 am -3:00 pm

