

GNC FACILITIES RENTAL AGREEMENT

GOOD NEWS CHRISTIAN REFORMED CHURCH

476 Clarke Rd. London, ON N5V 2C7

519-659-8278 Email: secretary@goodnewschurch.com

(Updated March 1, 2026)

Name of Contact/Applicant: _____

Phone: _____ Email: _____

Group/Organization: _____

Address of Applicant/Organization: _____

Date Required: _____ Time: (open) _____ (close) _____

Purpose of rental: _____

Number of People Attending Event (max capacity of building 250 ppl): _____

**Mark all boxes required: *All basic fees include; hall, tables, chairs (only 160 chairs available),
Washrooms and the custodial fee, for up to 4hrs. Every additional hour \$25***

BASIC – up to 50 people - \$150

Certificate of Insurance (**REQUIRED**)

BASIC – up to 100 people - \$250

Deposit of \$200 (**REQUIRED**)

BASIC – up to 250 people - \$400

ADDITIONAL fees:

servery - \$50

piano - \$25

classroom(s)/nursery - \$30

microphone(s) - \$50

projection tech - \$50 **first hr.**, \$10 each additional hr.: tech name _____

sound system tech - \$50 **first hr.**, \$10 each additional hr.: tech name _____

tables: round / rectangular _____ chairs

Total approximate Cost of Rental: _____

Custodian: _____

I/We agree to abide by the terms and conditions as spelled out in this agreement, including the **GENERAL REGULATIONS FOR THE USE OF GOOD NEWS CHURCH FACILITIES** of this document.

****Make sure your rental times are firm because the church office notifies the custodian of arrival and departure times for your rental day.****

Signature of Applicant: _____ Date: _____

Payment Received (if applicable): \$ _____

Signature of GNC Representative: _____

ORIGINAL copy – Church Office

COPY 1 – Applicant

COPY 2 – GNC Treasurer

GENERAL REGULATIONS FOR THE USE OF GOOD NEWS CHURCH FACILITIES

1. The church office is to schedule all activities.
2. The Custodian/Facilities Team is responsible for opening and closing the building. It is expected that the renter will return the facilities to the condition prior to rental and that all garbage will be bagged, taken from the building, and set by the garbage dumpster. The Facilities Team will oversee the rental of the facilities.
3. The church facilities shall be used only on the date and time specified, and for the purpose indicated on the agreement.
4. The church office **must** be notified **one week** prior to event if there are any changes to the agreement.
5. Smoking is prohibited in the church building, including the use of any form of cannabis.
6. Alcohol of any kind is forbidden at all gatherings.
7. Confetti is prohibited anywhere on the church property. Also, no adhesive tape is allowed for use on anything in the church, except green painter's tape.
8. **Liability and Property Disclaimer:** Good News Christian Reformed Church accepts no responsibility for loss, theft, or damage to the personal property or equipment of the applicant or those attending its functions, nor for any injuries sustained by such persons. Furthermore, the church assumes no liability for any belongings or equipment left on church property.
9. A **Certificate of Insurance** (rider) must be provided by the renter. Certificate must be made out to:
Good News Christian Reformed Church, 476 Clarke Rd, London, Ontario N5V 2C7
10. The applicant assumes full responsibility for the supervision of any activities, especially of children, and the proper conduct of those attending.
11. The Facilities Team reserves the right, through its representatives, to close any function for failure of the applicant to observe any of the regulations that are part of the rental agreement.
12. The church administration will make reasonable effort to schedule other church activities so they will not conflict with the rental dates. Should schedule changes become necessary, they will be made by mutual consent.
13. The Facilities Team reserves the right to refuse any rental agreement application.
14. Facilities must be **vacated by midnight on Fridays and 9 p.m. on Saturday** evenings.
15. Maximum capacity of the church is **250 people** in accordance with fire code regulations.
16. **Servery (Kitchenette):** The servery is available for food service only; **NO onsite cooking** is permitted, and the **use of the stove is strictly prohibited**. Guests are welcome to use the refrigerator and the tea/coffee percolators..
17. A **\$200 security deposit** is due upon approval of your application. This deposit is fully refundable following the completion of the rental, provided the property is returned in the original condition without damage.
18. The applicant agrees to assume full financial responsibility for any damage or loss resulting from their use of the facilities. In the event that damage or loss occurs, the deposit will be applied toward repairs, and an **invoice for any remaining balance** will be forwarded to the applicant for immediate payment.

Renters Initial's _____