

GNC FACILITIES RENTAL AGREEMENT

GOOD NEWS CHRISTIAN REFORMED CHURCH

476 Clarke Rd. London, ON N5V 2C7

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

(Updated May 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. **Scheduling:** The church office is to schedule all activities.
2. **Specified Use:** The church facilities shall be used only on the date and time specified, and for the purpose indicated on the agreement.
3. **Agreement Changes:** The church office must be notified one week prior to the event if there are any changes to the agreement.
4. **Schedule Conflicts:** 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.
5. **Curfews:** Facilities must be vacated by midnight on Fridays and 9 p.m. on Saturday evenings.
6. **Alcohol:** Alcohol of any kind is forbidden at all gatherings.
7. **Smoking & Cannabis:** Smoking is prohibited in the church building, including the use of any form of cannabis.
8. **Decorations:** 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.
9. **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.
10. **Capacity:** Maximum capacity of the church is 250 people in accordance with fire code regulations.
11. **Supervision:** The applicant assumes full responsibility for the supervision of any activities, especially of children, and the proper conduct of those attending.
12. **Custodian & Cleaning:** 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.
13. **Late Departure Fee:** Renters must strictly adhere to the "Close" time specified in this agreement. Failure to vacate the building by your scheduled time will result in an additional fee of **\$30.00 for every 30 minutes (or part thereof)**, which may be deducted from the security deposit.
14. **Right of Refusal:** The Facilities Team reserves the right to refuse any rental application.
15. **Compliance:** The Facilities Team reserves the right to end any function immediately if these regulations are not followed.
16. **Liability & 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.
17. **Insurance:** 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.***
18. **Security Deposit:** A \$200 security deposit is due upon approval of your application. This deposit is fully refundable following the completion of the rental, provided that the property is returned in its original condition without damage and that all terms and regulations of the rental agreement have been fully met. **This includes the deduction of any Late Departure Fees as outlined in Point 13.** 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: _____