

# **RENTAL POLICIES, GUIDELINES AND CONTRACT**

## **Vancouver Eastside Vineyard Church at St. David of Wales**

### **On behalf of the Anglican Diocese of New Westminster**

**Facility Values** - Space at Vancouver Eastside Vineyard Church at St. David of Wales will be rented in accordance with our Facility Values, informed by our church values, which can be found in Appendix 1.

**Rental Contract** - see Appendix 2.

#### **Payment and Refunds**

In order to secure a space at Vancouver Eastside Vineyard Church at St. David of Wales, a signed contract accompanied by a 50% deposit of the event fee must be received unless otherwise arranged. Repeat renters can choose to pay upfront or on a scheduled monthly basis. The deposit will be refunded if a cancellation is made 2 weeks prior to the scheduled day of the event.

#### **Equipment**

On request, a screen and TV/VCR/DVD player can be provided. For all rentals needing sound in the Sanctuary, a sound technician will need to be hired or the rental party can be trained prior to the event. Wi-Fi is available upon request.

#### **Use of Facilities**

(a) The premises and equipment are to be left in the same condition and arrangement as they were before your event began. All set up and take down are to be completed by the rental party. In the case of damage to the church property, renters are responsible for the cost of repairs required to restore to original condition.

(b) Decorations or other material may be placed on the walls and windows only with materials that will not do damage or mark such surfaces. All decorations must be removed at the end of the event

(c) All equipment and rentals for the event cannot be left on church premises following the event

(d) Use of the premises is restricted to only those facilities and times that are specified in the rental contract. Use of facilities must conclude at the agreed-upon time to accommodate the facility staff of Vancouver Eastside Vineyard Church. Late departures will result in an additional fee.

(e) Renters are to supply their own condiments, tablecloths, napkins, dishes and cutlery

(f) No food can be left in the kitchen fridge or freezer at the end of event

(g) Kitchen use is only for those who have received permission from the building manager or a board member which is generally reserved for caterers or those with food safe certification. Note, pre-prepared foods only unless given permission otherwise by the building manager or a board member.

(h) Consumption of alcohol is not permitted on premise.

(i) Smoking is not allowed in the building and must follow BC smoking regulations on outside premises.

(j) All exterior doors must be closed at all times when not in use. If electricity is required for outdoor use then permission from the building manager or a board member is required to run an extension cord from the interior to the exterior in a manner that does not leave any exterior doors open. For example, running an extension cord outside from the chapel window or from the kitchen through the upward opening of the closed screen door when the kitchen tenant is not present.

### **Publicity**

Vancouver Eastside Vineyard church's name should not be used as the sponsoring organization in any advertising or promotional material for any event unless approved by church staff. If pre-approved to use Vancouver Eastside Vineyard's logo, the graphic standards must be followed and all finished promotions must be seen before printing for approval. Vancouver Eastside Vineyard's telephone number is not to be used to call for further information about your event.

### **Noise**

Noise must be kept within acceptable limits at all times so as not to disturb neighbours. All music, bands etc. must conclude by 10:00pm and no doors or windows may be propped open after 9:30pm.

### **Insurance**

It is mandatory that all events held at Vancouver Eastside Vineyard church have appropriate liability insurance. The minimum requirement is \$2,000,000 in Commercial General Liability insurance. Liability insurance is required to protect both parties, the renter and the church. A liability waiver and/or certificate are not sufficient and will not be accepted.

Before use of St. David of Wales facilities can occur, renters must satisfy the need for liability insurance by either:

1. providing VEV physical proof of valid and current liability insurance; or
2. purchasing a special event policy from any insurance agency and providing VEV notice of their purchase.

*The only exception to the liability insurance is if VEV is sponsoring an event as well as weddings, funerals and child dedications.*

### **Security**

A facility manager will be on duty during events on evenings and weekends. He/she will open the premises at the set time and secure the church when the event is scheduled to be over, unless other arrangements have been agreed upon.

### **Parking**

VEV/St. David's has a small parking lot located on the north side of the church building. This lot can be used for events on evenings and weekends. However, for events taking place during weekdays between 9am-5pm a parking pass or parking registration at the front office is required to ensure we do not tow your vehicle, and parking must be on the east wing of the property to accommodate parking for Montessori and More child care centre on the west wing.

### **Decorations**

At this time VEV/St. David's does not lend out or rent out any church decorations for use by a rental party, this includes table cloths, vases etc. We also cannot guarantee what décor will be up for the duration of your event and cannot remove unwanted décor which is displayed. In some cases,

permission is given for the rental party to remove and redecorate following their event however this must be approved by VEV Staff and added to the rental contract. This may also require an additional charge to compensate for a facility manager to stay until the decorations are put back up.

**Damages**

All damages to the facility, equipment and/or décor must be reported to the onsite facility manager at the time of your event and applicable charges may apply.

**Security Deposit**

A security deposit of half a month's rent or event rental will be required unless otherwise arranged.

Refund of the full security deposit to renter depends upon renter's full performance of the terms of this rental agreement. In addition, renter agrees in order to avoid deductions from the security deposit:

1. To pay in full all rent, late charges and other charges, if any, according to the terms of the rental agreement.
2. That the premises shall not be damaged nor evidence any use by renter beyond ordinary wear and tear.
3. To return all keys to the premises to the building manager if applicable.
4. To give notice of at least two weeks if desire cancellation.

Any security deposit refund due will be paid within three weeks to renter with proper interest.

## Appendix 1.

### **VEV at St. David's Facility Values**

The primary purpose of our building is to provide facilities for the ministry and activities of the church, its members, and its committees and affiliated organizations, in accordance with our vision and mission (please read link that describes our vision and mission). We seek also to make the building available to others in our community as a place for worship, education, and support without, however, assuming responsibility for the opinions or activities of any organization which is not officially connected to VEV.

Our building represents the dedication and investment of Christian congregations over 100 years. Taking care of our space is important to us and we request all who enter our facilities to treat the building with care and respect.

We encourage the use of our facilities in furthering the ministry of the church and in serving the Hastings-Sunrise community.

In use of our facilities for any event or filming, while it is not required that renters be in agreement, please be mindful and respectful of our church values statement below which influences our facility values:

#### **VEV VALUES STATEMENTS:**

1. We value living in loving response to God's constant and continual initiatives of love towards us and reflecting that love to every person in our community, neighbourhood, world, and to all of creation.
2. We value every human being as worthy of honour and respect as bearers of God's presence and image in the world.
3. We value community - relationships of intimacy, trust and authenticity with God and each other.
4. We value reconciliation and the healing of all broken relationships, with particular attention to the indigenous peoples of Canada.
5. We value good stewardship of what has been entrusted to us, our gifts, possessions, money and property, for the good and service of others.
6. We value responsible and loving care of creation and environmental stewardship.
7. We value children and youth including intergenerational worship, learning, and relationships with all ages.
8. We value intercultural and cross-cultural gift exchange and celebration.
9. We value respectful dialogue, listening, and engagement with those whom we disagree with.
10. We value a non-hierarchical view of leadership where the exercise of true power is found in serving.
11. We value the Scriptures and their responsible interpretation in community that comprise the authoritative story we are in, the constitution of our community and as such, the final word in faith and practice.
12. We value our mission of training disciples of Jesus Christ and empowering them to serve, by discovering, developing, and using their gifts.
13. We value the One Body of Christ in the world, Catholic, Protestant, and Eastern Orthodox with all its diversity – ethnically, doctrinally, and culturally, of which we are a part.
14. We value church planting in order for communities of Christ to become more present to specific neighbourhoods, locales, cultures and subcultures.
15. We value the practice of non-violence as the solution for resolving human conflict, personally, societally, globally, and we renounce violence in all of its forms, with force used only as a last resort when all other options have been exhausted.

16. We value a blend of confidence, humility, and authenticity in a non-manipulative environment in our worship and relationships.
17. We value worship of the Triune God only, and telling our story, through music, teaching, and the use of all the creative arts and media.
18. We value being together and the family being a defining metaphor for the church.
19. We value training, personal and spiritual development, academic rigour and critical thinking.
20. We value all the gifts of the Holy Spirit as practiced by the early church as being available for the church today, and as such, we intentionally create expectant space for them to operate through all believers.
21. We value the “priesthood of all believers,” and that everyone is called by God and as such, all vocations are holy.
22. We value the family in all its diversity as the building block of our community and the place where children can be raised as disciples of Jesus Christ, in partnership with the church.
23. We value our sexuality as a gift from the Creator with sexual union reserved for a lifelong mutual covenant, and we renounce all forms of sexual exploitation, harassment, objectification, and promiscuity.
24. We value being in community with the poor and the marginalized, as gifts to us.

### **General Use/Rentals**

All activities in the facility must be consistent with our facility values, nor in blatant conflict with our church’s value statements. Persons, ministries, or organizations using the St. David of Wales facility must show appropriate respect for the purpose of the property and for others using the facility.

For facility use requests, please contact Building Manager at 604-255-4463 (office), [vev@telus.net](mailto:vev@telus.net).

## Appendix 2.

# VANCOUVER EASTSIDE VINEYARD RENTAL CONTRACT

### Rental Details

- Contact Person's Name:
- Phone Number:
- Email:
- Event name/description:
- Date(s) and Time:
- Total hours of rental (# of hours you need building access):

### Room Rental Rates (2 hour minimum) + Building admin fees (fee amount dependent on event)

Room	Price/hour	Total (\$)	Notes
Sanctuary	\$130/hour		
Lower Hall	\$70/hour		

### Payment options

- We prefer e-transfers to [vev@telus.net](mailto:vev@telus.net)
- Cash
- Cheques made to "Vancouver Eastside Vineyard Christian Fellowship" are an option if discussed prior

### Reservations and Cancellations

- Telephone reservation are only temporary. **No reservation should be considered secure until a Rental Contract and deposit have been received by the rental coordinator. 50 percent of the total rental fee is required as a deposit** unless otherwise arranged. If once of cancellation is received less than two weeks prior to the event date, the deposit is not refundable.
- Only doors in close proximity to the event will be opened. User must not prop open doors that have not been unlocked. Only guests or participants of the event may be admitted to the facility.
- The instructions of the church's on-site custodian/representative must be followed.
- For group rentals, the group must have its own liability insurance coverage. Also, Vancouver Eastside Vineyard Church must be placed as "additional insured with respect to liability" on the group's policy for the contracted rental time of Vancouver Eastside Vineyard Church at St. David of Wales, and must provide written confirmation of the same to Vancouver Eastside Vineyard Christian Fellowship at the time of reservation.
- All candles or open flames must be placed on a stand or candle dish.
- Unless approved, no audio or visual equipment is provided as part of the rental. Unauthorized use of church equipment is subject to a \$500 penalty.

- All damage to church facilities or equipment must be reported to the custodian/representative immediately. The rent will be charged for any damage done to the property or equipment.

### **Regulations**

- City of Vancouver By-laws prohibits smoking in all interior areas.
- Fire Marshall regulations prohibit obstruction of exits or aisle in building
- Consumption or possession of alcoholic beverages and illegal drugs are prohibited.
- Please be sure to follow all current BC guidelines and protocols for gatherings.

### **LIABILITY**

The Renter agrees to indemnify and save harmless at all times Vancouver Eastside Vineyard Church, its officers, employees, agents and volunteers against any and all loss, damage, expenses, proceedings, claim, demands or actions suffered by Vancouver Eastside Vineyard Church, it's officers, employees, agents and volunteers prior to, during or subsequent to the period covered by this agreement, sustained or caused by the Renter's use or occupation of the premises or the Renter's performance allowed under this agreement. Without limiting the generality of the foregoing, this indemnification is extended to include the following:

- The Renter agrees not to do any work, business, or occupation which may increase the hazard of fire or liability of any kind, or which may increase the rate of fire insurance against loss by fire or liability upon the building or invalidate any policy of insurance of any kind upon or in respect to the same. The Renter hereby waives notice of the provisions of any such policy of insurance.
- The Renter agrees to so conduct its activities in the building as not to endanger any person lawfully thereon and that indemnification for such activities shall extend to include claims of employees of the Renter or of any contractor or subcontractor arising out of the activities conducted by the Renter, its agents, employees, patrons, or guests.
- The Renter waives any right of claim against Vancouver Eastside Vineyard Christian Fellowship for any loss, damage or injury that might happen to be suffered by the Renter or its agents, employees or their property from any cause whatever, prior, during, or subsequent to the period covered by this agreement.

I have read through, understand and will comply with the above conditions in this Rental Policies, Guidelines and Contract document:

Name of Renter/Tenant (print clearly)

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Signature of Renter/Tenant

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

Signature of Rental Coordinator

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

Signature of Board Member

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