



GUIDELINES and USE OF FACILITIES MT. ZION LUTHERAN CHURCH

Mt. Zion Lutheran Church is committed to serving God and God's people. It is expected that any person or group using the facilities will respect both our building and our traditions. We regard our building, especially the sanctuary, as the house of God, all activities should therefore:

- a) serve the purposes of our church, and/or
- b) benefit the community in which Mt. Zion is located.

Persons or organizations using the building should conform to Christian standards and ensure that the conduct of their guests also measures up to these standards.

All parties renting from Mt. Zion should rent under the understanding that space priority goes to all Mt. Zion committees, functions or groups formed by Mt. Zion members. Any conflict with those mentioned above shall be resolved as follows:

- a) the party renting will be relocated to different area of the building, if possible.
- b) another time will be arranged for the party to rent space at Mt. Zion.

Bookings for use of the facilities or equipment will be made by the Parish Administrator. In case of any uncertainty regarding permission to book, the Parish Administrator will consult with the Property Management team/or pastor.

1) Insurance:

- a) User will maintain comprehensive third party liability insurance including legal liability coverage and cross liability coverage against claims for personal injury and death and property damage suffered in or around the facility, arising directly or indirectly from the use by User, his/her employees, workers, invitees, agents and representatives and those for whom User is responsible at law, naming Mount Zion Lutheran Church as an additional named insured, in the amount of not less than \$2,000,000.00 per occurrence. Mt. Zion is to be provided with a certificate of insurance no less than seven days before the rent period.
- b) User indemnifies and holds Mount Zion Lutheran Church and its officers, employees, agents and representatives, harmless, from and against any and all costs, charges, expenses (including legal costs as between a lawyer and his own client), claims, actions and damages, whether in contract or in tort, that may arise in connection with or out of User's use of the facility.



- 2) Activities of a limited nature:
 - a) No unauthorized doors (i.e., fire doors) shall be used for entrance or exit during the event.
 - b) Confetti, rice, etc., are not to be used on the church property which includes the front sidewalk area. Bubbles may be used outside the building.
 - c) Smoking is only permitted OUTSIDE the building. All used smoking materials MUST be extinguished and properly disposed of in a fireproof container.
 - d) User will not engage in activities or use decorations on the premises which cause damage to the premises.
 - e) User will not move or re-arrange any of the existing church furnishings without explicit approval as documented on the facility use agreement.
 - f) User will ensure that the facilities are left in a tidy and orderly state: any moved furniture will be placed in its original position, fans and appliances turned off, garbage and recyclables including programs and bulletins will be collected, any accidental spills or dirt will be cleaned up, and so on.
 - g) Special permission is required at the time of booking for:
 - i) use of sound system
 - ii) use of any AV equipment
 - iii) storing any equipment belonging to the renter.
- 3) Out of Bounds
 - a) The following areas are out of bounds, unless pre-authorized:
 - i) all storage and supply areas, including mechanical rooms
 - ii) all staff offices, including the general office
 - iii) pantry, including any food items in cupboards and fridges (including coffee and tea, napkins, etc.
- 4) Securing the building;
 - a) Keys & Security access
 - i) Normally, a key and/or a security code will be given to one person designated, who will be responsible for this at all times. If this is given to anyone else, the office must be notified and signature obtained. Keys are to be returned immediately following the event
 - b) Doors - all outside doors need to be checked to see that they are securely closed and locked before leaving. **Refer to the drawing** and note front doors facing 135 Street, glass doors in rear vestibule to parking lot, 2 fire exits off sanctuary, fire exit door off fellowship wing and fire exit in library. Interior doors are to be closed when vacating the building in accordance with fire regulations.
 - c) Lights - Please turn off all lights when leaving, including the lights in both sets of bathrooms.
 - d) Heat - Thermostats are secured to prevent tampering; under no circumstances are circuit breakers to be turned off to control heating.
- 5) It is expected that the building and equipment will be left in the same order as found, this might include:
 - a) Cleaning and replacing tables and chairs



- b) Cleaning kitchen, all dishes and returning them to designated storage areas
- c) Gathering and bagging all garbage generated by function
 - i) garbage bin in alley is locked, so closed garbage bags are to be left in vestibule by parking lot; Mt. Zion custodians will place them into the bin.
- d) Sweeping as necessary and agreed upon.
- e) No nails, tapes or other fasteners may be used on the walls.
- 6) If janitor services are required following an event, there will be an additional fee
- 7) Renters are responsible for any costs incurred through theft, loss or damage to Mt. Zion property associated with their use of the premises.
- 8) Additional arrangements may be agreed upon and added to the rental agreement.
- 9) Fee Schedule attached

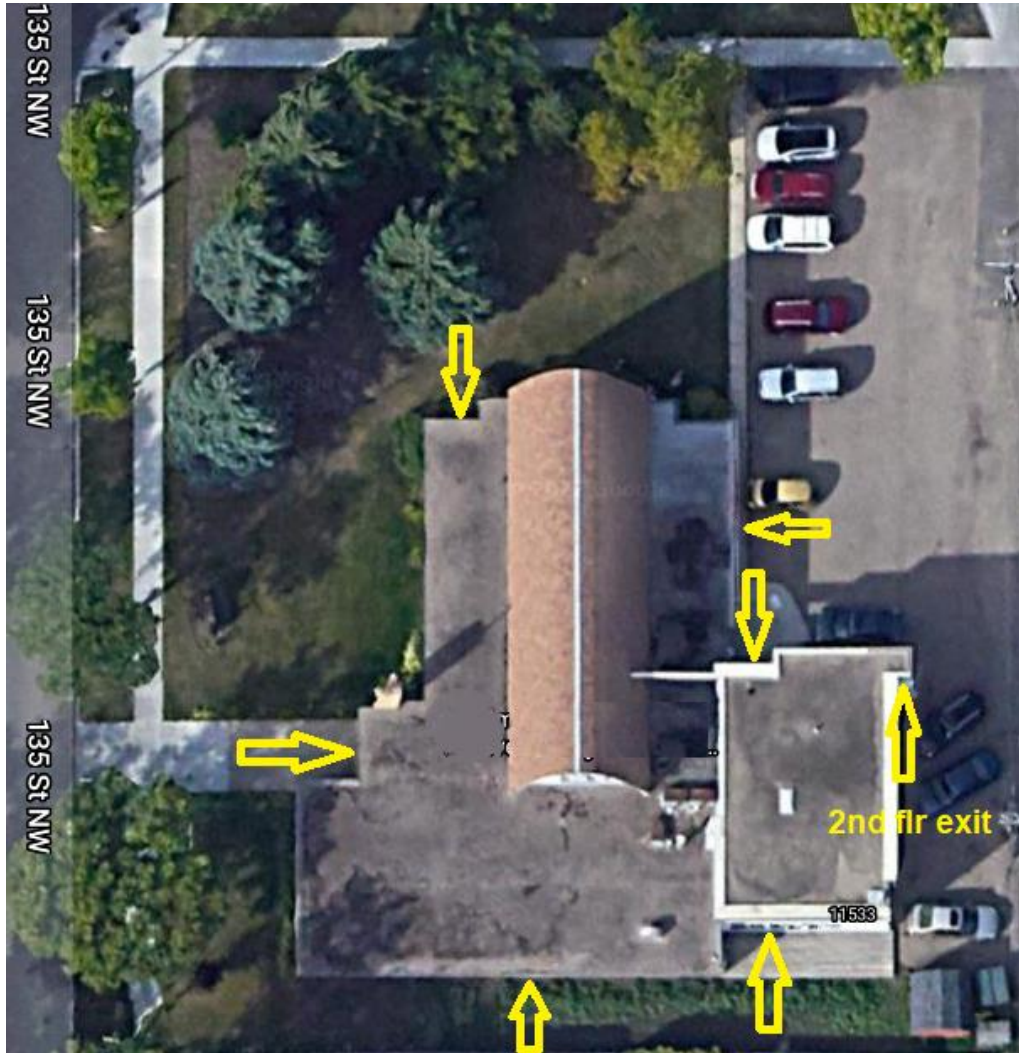
- Created February 2022
- Amended 13 March 2022

Approved by Council _____



Mount Zion Lutheran Church
11533 – 135 Street NW Edmonton, Alberta T5M 1K9
(780)455-3638 mtzlc1@telus.net

Exit/door Locations





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AGREEMENT

As representative of the Lessee, hereby agree to pay all fees and comply with the "Guidelines and Use of Facilities as attached and recorded below

NAME: _____

GROUP: _____

ADDRESS: _____

PHONE: (res.) _____ (bus.) _____

DATE: _____ TIME: _____

KEY HOLDER _____

(Signature)

AREA REQUIRED:	Sanctuary	<input type="checkbox"/>
	Library	<input type="checkbox"/>
	Fellowship Hall	<input type="checkbox"/>
	Kitchen	<input type="checkbox"/>
	Other rooms	<input type="checkbox"/>
	Is access to the office required?	

Specific equipment requests:

Other special arrangements:

FEES: Basic _____ Janitor _____ Security _____ Other _____

Cheques payable to Mount Zion Lutheran Church

INSURANCE coverage obtained _____ (copy to be kept on file)

DATE: _____

SIGNATURE _____ on behalf of Mt. Zion Lutheran Church.

TELEPHONE# _____