

The Church of St John the Evangelist

Rental Policies and Guidelines

FACILITIES VALUES

Space in the Church of St John the Evangelist will be rented in accordance with the *Facilities Values* which can be found in Schedule 1.

REQUESTS FOR USE OF CHURCH PREMISES

All requests for space for activities should be made to the Rental Manager, Carl Schriver, at carl@stjohnsottawa.ca

All inquiries related to musical events are to be made to the Director of Music, Gordon Johnston, at gordon@stjohnsottawa.ca.

Wedding, funeral and memorial service requests are to be made to the Rector or the Curate.

RENTAL RATES - see Schedule 2.

RENTAL CONTRACT - see Schedule 3.

PAYMENT AND REFUNDS

A signed contract is to be accompanied by a 50% deposit and a cheque for the remainder postdated to the date of the event. Repeat renters may pay monthly in advance. The deposit will be refunded if a cancellation is made 60 or more days prior to the scheduled day of the Event. One half of the deposit will be refunded if the cancellation occurs 30 or more days prior to the event. No refund will be given if the cancellation notice is received less than 30 days prior to the scheduled day of the event.

EQUIPMENT

On request, a screen, an overhead projector and TV/VCR/DVD can be provided. A public address system is available in the nave, the Parish Hall and the Banquet Hall.

USE OF FACILITIES

- a) Food may be served only in the Banquet Hall (The Well) and the Parish Hall.
- b) Food may not be prepared on the premises. However, food supplied by caterers or renters (renters) may be warmed in the banquet hall kitchen and the parish hall kitchenette. Renters are to supply their own condiments, tablecloths, napkins, dishes and cutlery.
- c) All garbage is to be removed from the premises. There is a garbage bin at the side of the church on Somerset Street. No food is to be left in the refrigerators. All countertops and tables are to be cleaned and floor spills wiped up.
- d) The premises and all equipment are to be left in the same condition as they were when your event began. If chairs and tables have been set up for your event, it is not necessary for you to put them away. If you have moved equipment or furniture, please return it to its original location. In the case of damage to church property, renters are responsible for the cost of repairs required to restore to original condition. Decorations or other materials may be placed on walls and windows only with materials that do not damage or mark such surfaces, and all decorations are to be removed at the conclusion of the event
- e) Use of premises is restricted to only those facilities and times that are specified in the rental contract. **Use of the facilities must be terminated at the agreed upon time** to accommodate the church official who is assigned to close and secure the building at the conclusion of the event. Late departures will result in an additional fee.

PUBLICITY

St John's name shall not be used as the sponsoring organization in any advertising or promotional literature for any event, unless it is an "official" Church of St John The Evangelist event. St John's telephone number is not to be used as the number to call for further information about your event.

ALCOHOLIC BEVERAGES

Consumption of alcoholic beverages, if desired, will require the appropriate LCBO permit which is to be acquired by the renter. The renter will ensure that appropriate supervision to monitor alcoholic consumption by all participants is provided in accordance with LCBO regulations. LCBO permits can be obtained through LCBO stores and can take up to two weeks to process. St John's assumes no liability for any claims arising from the sale and consumption of alcohol at renters events held at St John's.

SMOKING POLICY

Smoking is not allowed in the building and must be confined to the designed area outside the church. Smoking materials are to be disposed of in containers provided.

ANIMALS

Only guide dogs are permitted on the premises.

NOISE

Noise must be kept within acceptable limits at all times so as not to disturb neighbours.

There is a city ordinance which forbids noise which will intrude on neighbours after 11 p.m.

INSURANCE:

It is mandatory that all events held at St John's have appropriate liability insurance in the minimum amount of \$2,000,000.00. Liability insurance is required to protect both the renter and the church. Liability waiver certificates are not sufficient and will not be accepted.

Before use of St John's premises can occur, renters must satisfy the need for liability insurance by either:

1. providing to the Facilities Manger or appropriate staff member physical proof of valid and current liability insurance; or
2. purchasing liability insurance through the Anglican Diocese of Ottawa, which can be arranged by the facilities manager. Insurance rates are listed in Schedule 4.

The only exception to the liability insurance requirement is parishioner-sponsored events.

SECURITY

A church official may be on duty whenever space is rented during the evenings and on weekends. He/she will open the premises 30 minutes before the event and secure the church when the event is over. The facilities manager will determine if security personnel are required, and the cost will be added to the rental fee.

PARKING

There is on-street parking on Somerset Street and commercial parking in Somerset Gardens, adjacent to the church, and beside St Theresa's Church one block away on Cartier Street.

The Church of St John the Evangelist

Facilities Values

We have a beautiful setting downtown Ottawa that represents the dedication and investment of the congregation for more than 100 years. During the past two years we have constructed a new banquet hall (The Well), new Christian Education facilities and a new parish hall. We encourage the widest use of our facilities in furthering the ministry of the church and in serving the community.

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. We seek also to make the building available to others in our community as a place for devotion, for work, for education, or for recreation, without, however, assuming responsibility for the opinions or activities of any organization which is not officially connected with the parish

St John's does not discriminate as to race, creed, national origin, disability, gender or sexual orientation. If your event is advertised or announced as being open to the public, all persons who present themselves must be admitted within the capacity of the facilities contracted for, regardless of race, creed, national origin, disability, gender or sexual orientation.

St John's is committed to environmentally responsible use of all resources. We ask renters of our facilities to help fulfill this commitment by following all recycling instructions and avoiding, whenever possible, the use of disposable, non-biodegradable materials such as styrofoam and plastic when planning and conducting events at the Church.

All church levels are wheelchair accessible. Smoking is not permitted anywhere inside the church building. There is ample on-street parking as well as several commercial parking lots within easy walking distance to the church.

We ask those wishing to use our church facilities to be sensitive to the fact that they are places of gathering, worshiping and caring for our church family.

The Church of St John the Evangelist

Rental Rates

Location	Basis	Category 1	Category 2	Category 3
Banquet Hall (Well) Tables;150 people Seated; 200 people	Half Day	\$75.00	\$125.00	\$250.00
	Full Day	\$150.00	\$300.00	\$500.00
	Evening	\$75.00	\$125.00	\$250.00
Kitchen Banquet Hall	Half Day	\$15.00	\$25.00	\$50.00
	Full Day	\$25.00	\$50.00	\$100.00
	Evening	\$15.00	\$25.00	\$50.00
Well Lounge 20 people	Half Day	\$20.00	\$40.00	\$75.00
	Full Day	\$35.00	\$75.00	\$150.00
	Evening	\$20.00	\$40.00	\$75.00
Well Quiet Room 10-15 people	Half Day	\$15.00	\$25.00	\$50.00
	Full Day	\$25.00	\$50.00	\$100.00
	Evening	\$15.00	\$25.00	\$50.00
Church School 20-30 people	Half Day	\$15.00	\$25.00	\$50.00
	Full Day	\$25.00	\$50.00	\$100.00
	Evening	\$15.00	\$25.00	\$50.00
Youth Lounge 20-25 people	Half Day	\$15.00	\$25.00	\$50.00
	Full Day	\$25.00	\$50.00	\$100.00
	Evening	\$15.00	\$25.00	\$50.00
Choir Room 50 People	Half Day	\$30.00	\$60.00	\$100.00
	Full Day	\$60.00	\$120.00	\$200.00
	Evening	\$30.00	\$60.00	\$100.00
Parish Hall, kitchenette Tables; 80-95 people Seated; 120-250 peo.	Half Day	\$85.00	\$175.00	\$300.00
	Full Day	\$175.00	\$350.00	\$600.00
	Evening	\$85.00	\$175.00	\$300.00
Nave 400 people	Half Day	\$125.00	\$250.00	\$450.00
	Full Day	\$200.00	\$400.00	\$700.00
	Evening	\$125.00	\$250.00	\$450.00
Chapel 70 People	Half Day	\$35.00	\$75.00	\$150.00
	Full Day	\$75.00	\$150.00	\$250.00
	Evening	\$35.00	\$75.00	\$150.00

Half Day and Evening costs based on a four hour time period.

Full Day costs based on a nine hour time period.

Costs can be adapted to any variance in time period.

Associated Fees	Cost	Notes
Custodial Fee (includes set up and take down.)	\$100.00	A fee for custodial services will be applied whenever food is being served, and at other times as determined necessary by the facilities manager.
Security	\$10.00/ hour	½ hr before the event until ½ hr after the event, for evenings & weekends, as determined by the facilities manager.

Requests for use of the church for weddings, funerals and memorial services should be directed to the Rector or the Curate.

RENTAL CATEGORIES

Category 1	Parishioner using the facilities for personal, non-profit events. ("Parishioners" are defined as contributing members of the parish and eligible to vote at annual Vestry). Parishioners are not required to pay a rental fee for the use of St John's facilities, but they are invited to make a freewill offering in the amount shown under Category 1 in the Rate Schedule.
Category 2	Not-for-profit organizations / outreach (Girl Guides, Scouts, Red Cross, etc.)
Category 3	Commercial or profit-making uses, and general public use (clubs, classes, receptions, businesses, polling stations, etc.)

The Church of St John the Evangelist
154 Somerset Street West, Ottawa, Ontario K2P 0H8

Rental Contract

THIS CONTRACT executed between:

The Church of St John the Evangelist, hereinafter referred to as 'the Lessor'

AND

Name of Group _____, hereinafter referred to as 'the Renter'

Address _____ Prov. _____ P.C. _____

Contact Person _____ Tel. No. _____

E-mail address _____

Space assigned _____

Purpose of Use/Event Name _____ Number of attendees _____

Date(s) _____ Time(s) _____

Rental Fees _____ Damage Deposit _____ Total _____

Equipment Required: Tables ___ Chairs ___ Audio Screen TV/VCR/DVD

Food will be served: YES/NO Liquor will be served: YES/NO Permit No. _____

Clean-up required: YES/NO

Responsibility and Hold Harmless

The Renter agrees that they are responsible for all damages to the premises of the Church of St John the Evangelist and injuries to their members or guests and that they will indemnify and hold harmless the Lessor, its agents, employees and volunteers and the Diocese of Ottawa from and against every demand, claim, cause of action, judgment and expense and will provide the Lessor with proof of Liability Insurance in the amount of \$2 million dollars

(Renter initial)

Note: If the renter does not have personal liability insurance, the Lessor can offer the insurance through the Anglican Diocese of Ottawa.

The renter agrees to fully abide by the Church of St John the Evangelist **Rental Policies and Guidelines**, as appended to this contract.

This agreement executed at Ottawa, Ontario this _____ day of _____, 200____.

Lessor:

Renter:

Per: _____

Per: _____

Title: _____

Title: _____

The Church of St John the Evangelist

Cost

Location Fee \$ _____

Custodial Fee, if applicable \$ _____

Security Fee \$ _____

TOTAL \$ _____

Payment received by _____

Insurance verified by _____

Insurance

Pearson-Dunn Policy #AS3757 - The Anglican Diocese of Ottawa

WHO IS ELIGIBLE?

Any group using the facilities of **The Anglican Diocese of Ottawa**. The Insurance Company must approve activities. **Some restrictions may apply.**

WHY LIABILITY INSURANCE?

Because of your operations, or actions, you are open for possible suit from Third Parties. You may not be liable, but you will need to be defended in court. A liability policy pays for this defense as well as any costs found against you. Legal fees can be very expensive and this can be an affordable way to have them covered. This Policy covers your legal liability for bodily injury to or damage to property of others such as spectators, passers-by, property owners and others resulting from your activity.

In addition, your legal liability for injury to participants is covered in most cases (a few sports disciplines may not be eligible).

WHO IS COVERED?

The Permit Holder and participating members which may include Executives, Managers, Coaches, Trainers, Officials and Volunteers while acting within the scope of their duties on your behalf.

GENERAL LIABILITY

This Policy covers your legal liability for bodily injury to or damage to property of others such as spectators, passers-by, property owners and others resulting from your activity. In addition, your legal liability for injury to participants is covered. *(A few sports disciplines may not be eligible see exclusions).*

**USER GROUPS ARE COVERED ONLY WHILE USING PARISH FACILITIES OF
THE ANGLICAN DIOCESE OF OTTAWA**

**\$2,000,000 per occurrence
All claims are subject to a \$500 deductible**

Here is some basic information about the liability insurance offered by the Anglican Diocese of Ottawa through Pearson-Dunn Insurance Services Inc.

1. Premises Property and Operations. This provides coverage for the insured who is responsible in the scope of their operations for premises and property to which they have control over. It also includes coverage for their own operations (activities).

2. Blanket Tenants Legal Liability \$250,000. Provides coverage for your legal responsibility for damage to premises that you rent in the course of your activities up to \$250,000

3. Occurrence Basis Property Damage. This is just a broader type of coverage. Occurrence happens over a period of time, whereas, an accident wording is sudden and accidental.

4. Liability for injury to participants. In many standard liability insurance policies participants are excluded, but in the broad form coverage with ALL SPORT, this coverage is included.

5. Voluntary Medical Payments. Reimburses others (third party) for their medical expenses if they are injured as a result of your activities up to \$1,000.

6. Personal Injury. Coverage against Libel, Slander

7. Cross Liability Clause. This clause allows for additional insureds to sue, if necessary within the policy.

EXCLUDED ACTIVITIES

Minor Hockey (18 & under)
Contact Hockey
Alpine Skiing
Snowboarding/Skateboard Parks
Boxing
Kick-boxing
Rugby
Tackle Football

Horse-related activities
Gymnastics
Cycling
Lacrosse
Climbing Walls
Contact Martial Arts
Fireworks (unless under the direction of a licensed pyrotechnician)

OTHER EXCLUSIONS

Data Exclusion
Terrorism Exclusion
Asbestos Exclusion

Fungi Exclusion
Abuse or Molestation Exclusion
Non-accumulation of Limits

This document serves as Proof of Liability Coverage ONLY when a Premium has been paid.

The description of coverage contained herein is not complete, and reference must be made to the actual terms and conditions of the applicable policy forms. Underwritten by **AVIVA Insurance Company of Canada.**

The Anglican Diocese of Ottawa - User Group Rating Schedule
\$2,000,000 Commercial General Liability Policy #AS3757

Meetings and Events

*Rates effective June 2006
 All premiums include 8% tax*

Type of Event	# Participants	Example Premium	
Meetings	1-25	\$16.20	
	26-100	\$27	
	101-250	\$54	
	251-500	\$108	
	over 500	Refer	
	Weekly Meetings	10 times regular rate	
	Monthly Meetings	6 times regular rate	
	# Participants	No Alcohol	With Alcohol Including beer garden
Events	1-25	\$27	\$108
	26-100	\$54	\$189
	101-250	\$108	\$243
	251-500	\$162	\$297
	501-1000	\$270	Refer
	over 1000	Refer	Refer
Three Day Meetings/Events		Twice Daily Rate	
Five Day Meetings/Events		Triple Daily Rate	

Cancellation Policy

If facility user cancels more than two weeks prior to start date: Full Refund

If facility user cancels less than two weeks from start date: 50% Refund

For ongoing rentals, if facility user cancels after use has begun - No Refund

Sports Events

A separate rate schedule is used for sporting events. If your proposed event falls in this category, please contact the facilities manager for a copy of the sports rate schedule.

No one likes to think of accidents happening at events, but unfortunately they do occur. All Sport Insurance Marketing Ltd. has an insurance product designed to meet the needs of local non-profit organizations using the Anglican Diocese of Ottawa Parish Facilities. It is called the **User Group Policy**. Below is a list of frequently asked questions about the User Group Policy.

Why does my group need liability insurance?

No matter how careful you are, accidents happen. Your group could be sued by anyone who claims injury or damages resulting from activities of your organization. Even if you are eventually found to be blameless, litigation expenses could severely strain your resources. Liability insurance will defend you and pay for damages that may be awarded against you. Insurance protection will provide you with peace of mind that things will be handled for you.

Who is covered?

All members of your organization including Executives, Managers, Coaches, Trainers, Officials, Employees, and Volunteers while acting within the scope of their duties on your behalf only while using the parish facilities for which you have obtained a permit.

What is covered?

The policy covers your legal liability for bodily injury to or damage to property of others such as spectators, passers-by, property owners and others resulting from your activity. In addition, your legal liability for injury to participants is covered.

We are part of a provincial / national sporting organization; do we need this User Group coverage too?

Check with your association before purchasing a User Group Policy. The association may or may not have a policy in place that covers your group.

What activities are covered?

Sanctioned or authorized events within your sport discipline, including related training authorized by you. The Insurance Company must approve of the activities.

How do we apply for coverage?

Contact the parish where your activities are to take place. They will help you apply for coverage.

Isn't liability insurance expensive?

It can be. However, All Sport has evaluated the risk associated with different types of activities, events and sports, to ensure you the best possible rate. Premiums are charged according to your specific group.

What do we do in the event of a claim?

As the policy is providing liability coverage, in the event of a serious injury, or a legal action, please contact the parish immediately.

Who do we call if we have questions on our policy?

Contact the parish that set up the User Group Policy for you. If they are unsure of the answer they will make inquiries on your behalf.

The Church of St John the Evangelist
154 Somerset Street West, Ottawa, ON K2P 0H8 / (613) 232-4500 / www.stjohnsottawa.ca