



Facilities

The following facilities are available for rent and may be rented independently or in conjunction with each other.

1. Gymnasium

- The Gymnasium rentals do not include the use of apparatus or athletic equipment unless stated explicitly in the contractual arrangements.
- No food or drinks are permitted in the gymnasium at any time.
- Restroom facilities are available. But there are no showers or lockers.

2. Church Hall/ Classrooms Details

- These can be rented together or separately.
- Furniture such as tables and chairs are included.
- A microwave and refrigerator are available for use by the APPLICANT.
- Food may be brought in ready for serving and may be warmed on-site.
- Cooking on-site is not permitted.

3. Multipurpose Area (MPA)

- Three 3 Rooms available. Please refer to Table 1 below for more information.
- These can be rented together or separately.
- Furniture such as tables and chairs are included.
- Additional equipment (such as a sound system and projector) is available upon request.
- Any food brought in must be ready for serving (there will be no possibility of warming on-site)

3. Stage – Sound System Usage

- The rental agreement may include a stage, sound and projection system for an additional cost.
- If such items are desired to be used, this approval is at the discretion of the VMCOG.
- If this option is selected, a qualified technician from the Church will be required for the event, and additional fees may apply.

4. Kitchen

The Kitchen includes a stovetop, oven, microwave, and refrigerator space. It does not include a dishwasher. Washing utensils and other equipment must be done by hand. The kitchen also includes pots, pans, and other cooking utensils but no serving platters, dishes, or cutlery. The Applicant must provide their own supplies, including but not limited to disposable paper products. However, should an Applicant wish to use the kitchen facility and appliances for cooking, they



must work with an appointed Kitchen Coordinator for the event. Kitchen Coordinators are trained by Virgin Mary Kitchen Service. Their role is to oversee and supervise the use of the kitchen.

All details regarding what can or cannot be used in the kitchen will be discussed and agreed to with the Church Board Rental Committee and the Kitchen Coordinator before the event's date.

Dumping oil or grease is strictly prohibited and will result in the automatic loss of the entire security deposit. In addition, the APPLICANT will be held financially responsible for any damages or costs incurred from the appropriate cleaning and disposal.

For more information, please refer to Annex B - Kitchen Policy.

Please note that the kitchen is currently reserved for internal/liturgical use, and this option is not available.

VMCOC Facility Rental Rates (shouldn't this be at the top of the table?)

Rental Space	Non-Member Fee	Member Fee	Minimum
Gymnasium	\$150/hour	\$100/hour	2-hours
Games room	\$75/hour	\$50/hour	4-hours
Kitchen (liturgical services)	\$75/hour	\$50/hour	4-hours
Church Hall	\$125/hour	\$75/hour	4 hours
Classrooms (Based on room size)	\$30-50/hour	\$15-25/hour	4-hours
MPA Room with Large Window	\$100/hour	\$50/hour	4-hours
2 MPA rooms (Room with large window and middle room)	\$150/hour	\$75/hour	4-hours
The whole MPA with Cinema TVs	\$200/hour	\$100/hour	4-hours
Cinema, sound-system, projector	\$100/hour	\$50/hour	4-hours



Rental rates may be adjusted to account for electric power, water, maintenance, and facility wear and tear.

Scheduling and Cost

A refundable security deposit of \$250 with every reservation. The deposit will be refunded to the Applicant within 15 days of the rental period, less any damage reimbursement expense incurred at the discretion of the Coordinator.

Supervision

It is recommended that the APPLICANT have a designated person(s) supervise the activities in each of the facilities being rented and be responsible for the behaviour of all persons attending.

A designated Church member must also be on the premises to provide Building Supervision for the duration of the rental period. That person is authorized to enforce adherence to the rules set out in the rental agreement.