



Church Facility Rental Policy

The following Rental Policy contains important information regarding the use of the facilities at Virgin Mary Coptic Orthodox Church (hereinafter referred to as “VMCOC”).

Please refer to Annex A for additional information on the specific facilities available.

The Board of the Virgin Mary Coptic Orthodox Church, 6100 Grande Allee, Saint-Hubert, J3Y 1B4, Quebec, retains sole responsibility and discretion in administering the Church Facility Rental policy.

All APPLICANTS who wish to rent the facilities must complete the Facility Rental Application form and read, review, and agree to the terms and conditions listed in this Church Facility Rental Policy. Please note that applications for facility rentals must be completed and submitted at least 15 days before the desired rental date unless otherwise agreed by the VMCOC.

If you have any questions regarding the VMCOC Facility Rental Policy, please get in touch with the church office at rentals@virginmarymtl.org

1. Indemnification / Hold Harmless

By executing the application form, the APPLICANT is the responsible renting party (“APPLICANT”). The APPLICANT agrees to defend, indemnify, and hold harmless VMCOC, its agents, employees, volunteers, and Church Board Officers from and against any and all claims, damages, losses, and expenses, including attorney’s fees, resulting from the APPLICANT’s use of the facilities.

2. Insurance

If the APPLICANT is an organization, it must carry general liability insurance of at least \$1,000,000 per occurrence and provide a copy of the certificate of insurance and/or declaration page from that insurance policy verifying that coverage is in place for the date of the rental of the Church Facility.

Please note that by proceeding with the rental, you agree that should an incident occur during your rental, you, as the APPLICANT are individually liable for any damages incurred unless the incident was caused by the willful acts, omissions, or gross negligence of VMCOC, its employees, agents, representatives, licensees, or contractors.

This applies to organizations that are legally recognized entities under the laws of Quebec.



3. Exclusive Use

The Renters shall exclusively use the facilities requested and approved in the rental application for the entire rental period. Only facilities named explicitly in the contract are available for the use outlined in the rental application.

4. Availability

Facility availability is subject to change based on Church activities. To reserve, please email <http://virginmarymtl.org/https-goo-gl-forms-g37lz5fd0kgswtif2/> and submit a reservation request. Once the reservation has been confirmed, the APPLICANT must complete a VMCOG Facility Rental Application and pay 50% of the total rental fee to confirm the reservation.

5. Application and Fees

Church facility rental applications may be obtained from VMCOG website. All rentals, whether by parishioners, non-parishioners, or organizations, require an application. No facility rental will be considered until a completed and executed application with the appropriate fees (including the security deposit) is submitted to VMCOG. Standard rental fee rates and duration are set out in the “VMCOG Facility Rental Rates” in Annex A.

All rentals are subject to VMCOG's approval.

The rental fee must be paid fifteen (15) days before the rental date. If the fee is not received by this time, the rental is subject to automatic cancellation. Any payments made less than fifteen (15) days before the rental date must be made with a certified check, money order, or via e-transfer.

6. Security Deposit

A security deposit is required for all rentals. The deposit amount is set out in the “Virgin Mary Coptic Orthodox Church Facility Rental Rates” in Annex A. The security deposit is due at the time of application. If the application is not approved, all money will be returned.

The security deposit will be returned within 15 days after your function, provided that all guidelines have been adhered to and no damages were incurred during the rental period.

Unless special permission is obtained from VMCOG or one of its legal representatives, violating any of the guidelines listed herein will result in the automatic loss of the security deposit.

7. Damages

Any damages to the facility as a direct result of the APPLICANT's rental will be deducted from the security deposit. Should the value of damages exceed the amount of the security deposit, the APPLICANT will be responsible for assuming all costs to return the facility to its original condition, including replacing any damaged appliances and missing supplies. In some cases, the church may undertake the repair and bill the APPLICANT.



8. Cancellation

The church office must receive a written cancellation request at least one week before a scheduled event. The Church Rental Committee has sole discretion over what amount, if any, may be retained as a cancellation fee.

9. Religious Ceremonies

No religious ceremonies other than those of the Coptic Orthodox Christian Faith may be performed in the church function facility or anywhere on VMCOOC premises.

10. Decorations

No wall or ceiling decorations are permitted. Decorations must not infringe on VMCOOC's values or moral personality. VMCOOC reserves the right to review all decorations prior to the event.

11. No Smoking

All types of smoking are not permitted on VMCOOC's premises, within the buildings, or on the Church grounds. This policy will be strictly enforced. Any violation may result in the forfeiture of your security deposit and the incurrence of additional fees. In addition, individuals violating this policy may be asked to leave the facilities permanently.

12. Alcohol

Alcoholic beverages are not permitted on the VMCOOC's premises, within the buildings, or on the Church grounds. Therefore, alcoholic beverages may not be sold, served, or consumed on the premises. Any violation may result in the forfeiture of your security deposit and the incurrence of additional fees. In addition, individuals violating this policy may be asked to leave the facilities permanently.

13. Gambling and games of chance

Gambling and games of chance are not permitted. As such, any activity in which participants may purchase tickets for a chance to win is strictly prohibited.

14. Music/ Dancing

No music or visual media that is inappropriate or inconsistent with VMCOOC's moral personality may be played or shown; dancing is also not permitted.

15. Solicitation

The church does not permit the use of its name in the solicitation of funds to support programs it does not personally authorize and/or sponsor; renting its facility does not imply general endorsement of the renting organization.

16. Political activity

VMCOOC does not rent its facilities if the primary purpose of the rental is political in nature.



17. Noise

VMCOC is in a residential neighbourhood in St-Hubert, and as such, the APPLICANT is responsible for noise/crowd control inside and outside the facility. This responsibility includes but is not limited to guests congregating in the parking lot or other designated areas both during and following the conclusion of the event.

Any fines resulting from noise will be the responsibility of the APPLICANT and will be in addition to the loss of the full security deposit. All guests are asked and expected to maintain a conversational volume outside and refrain from honking car horns or playing music loudly, especially late in the evening.

18. Set-up & Clean Up

Under church supervision, the APPLICANT is responsible for setting up and cleaning up the rented church facility and all designated areas, ensuring that the facility is returned to its original condition and all rubbish is properly bagged and placed in the outside dumpster.

If the dumpster is filled during the event, the APPLICANT is responsible for removing all additional garbage. Garbage is not to be left outside the facility, in the parking lot area, or outside the dumpster.

Failure to properly clean the facility and/or kitchen will result in the immediate loss of the full security deposit. Additionally, the APPLICANT will be responsible for any incremental cleaning charges.

The APPLICANT will be responsible for setting up and cleaning up within the reserved rental period. Any delays that exceed the rental period will result in immediate loss of the security deposit.

19. Parking Lot Use

The APPLICANT may use the church parking lot during the event. If the event requires more parking capacity, the attendees may use the parking lots at the back of the church.

20. Lost and Stolen Items

The APPLICANT is solely responsible for lost or stolen items belonging to the APPLICANT and their guests.