



## Church Facility Rental Policy - Dec 2024

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.

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### 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 have exclusive use of the facilities requested and approved in the rental application for the entire rental period. Only facilities named explicitly in the contract are available for use as outlined in the rental application.

### 4. Availability

Facility availability is subject to change based on Church activities. To reserve, please fill-in the following event reservation form ([link](#))

*For non-members: Once the reservation has been confirmed, the APPLICANT is requested to pay 50% of the total rental fee to confirm the reservation.*

### 5. Reservation Form and Fees

Church facility rental applications may be obtained from VMCOG website. All rentals, whether by parishioners, non-parishioners, or organizations, require a completed reservation form. Facility rentals will only be considered once a completed reservation form with the appropriate fees (including the security deposit) is submitted to VMCOG. Standard rental fee rates and durations are set out in the in [Annex A](#) "VMCOG Facility Rental Rates".

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 found in [Annex A](#) "VMCOG Facility Rental Rates". The security deposit is due at the time the reservation form is completed. If the reservation form is not approved, all money will be returned.

The security deposit will be returned within 15 days after your function, provided 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 VMCOCC premises.

### **10. Decorations**

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

### **11. No Smoking**

All types of smoking are not permitted on VMCOCC'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 VMCOCC'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 VMCOCC'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**

VMCOC 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 after the end 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 exceeding 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.



## Annex A

### 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 are 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. Virgin Mary Kitchen Service trains Kitchen Coordinators. Their role is to oversee and supervise the use of the kitchen. 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. 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.

ref. Church Kitchen Policy ([link](#))

#### VMCOC Facility Rental Rates \*

<u>Rental Location</u>	<u>Non-Member Fee</u>	<u>Church Member Fee</u>	<u>Minimum Hours</u>
<u>Gymnasium</u>	<u>\$150/hour</u>	<u>\$100/hour</u>	<u>2-hours</u>
<u>Games room</u>	<u>\$75/hour</u>	<u>\$50/hour</u>	<u>4-hours</u>
<u>Kitchen (liturgical services)</u>	<u>\$75/hour</u>	<u>\$50/hour</u>	<u>4-hours</u>
<u>Church Hall</u>	<u>\$125/hour</u>	<u>\$75/hour</u>	<u>4 hours</u>
<u>Classrooms (Based on room size)</u>	<u>\$30-50/hour</u>	<u>\$15-25/hour</u>	<u>4-hours</u>
<u>MPA Room (with large window)</u>	<u>\$100/hour</u>	<u>\$50/hour</u>	<u>4-hours</u>
<u>MPA1 Arch Angel Raphael</u>			
<u>2 MPA rooms</u>			
<u>(Room with large window &amp; middle room)</u>	<u>\$150/hour</u>	<u>\$75/hour</u>	<u>4-hours</u>
<u>MPA1 Arch Angel Gabriel</u>			
<u>MPA1 Arch Angel Michael</u>			
<u>The whole MPA with Cinema TVs</u>			
<u>MPA1 Arch Angel Raphael</u>	<u>\$200/hour</u>	<u>\$100/hour</u>	<u>4-hours</u>
<u>MPA1 Arch Angel Gabriel</u>			
<u>MPA1 Arch Angel Michael</u>			
<u>Cinema, sound-system, projector</u>	<u>\$100/hour</u>	<u>\$50/hour</u>	<u>4-hours</u>

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

\*Cost for Private Events (excluding Funerals)



### **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 appoint a designated person(s) to supervise the activities in each of the facilities being rented and be responsible for the behaviour of all attendees.

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.