**Trinity United Church - DOWNTOWN**

# Main Office: 3555 5th Ave.

**Prince George, BC V2M 1K8**

**Phone: (250) 563-9167**

**E-mail: office@trinitypg.ca**

**Long Term Space use Agreement** **@ 1448 5th Ave.**

This agreement will be in effect from \_\_\_\_\_\_\_\_\_\_\_\_\_ , 20\_\_\_until \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_. On-going contracts will automatically renew each year once contact information and the certificate of insurance have been updated. Normally agreements are in effect from October 1 to September 31 of each calendar year. Terms less than one (1) month use the Short-Term User Group Contract.

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| --- | --- |
| **Group:** |  |
| **Group Contact:** |  |
| **Mailing Address:** |  |
| **Phone:** |  |
| **Email:** |  |
| **Space Use Period:** |  |

**Space Use Times Details:**

|  |  |  |
| --- | --- | --- |
| **Day** | **Room/Area** | **Time** |
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**Space Use Summary: (Office Use Only)**

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| --- | --- | --- | --- | --- |
| **Room/Area** | **Time** | **Rate** | **Months** | **Total** |
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**Total Amount: $**

**Keys:**

**Keys:**

Trinity United Church – Downtown reserves the right to limit the number of keys that are issued to each user. Each person must sign for the key they are issued along with the date they received their key and the date the key is returned. A $25 key deposit will be charged at the time of payment, if a key is required.

**Scent-Free Policy:**

Trinity has adopted a scent-free policy. A condition of this contract is that the person or organization signing this agreement must also be committed to limiting the use of fragrance and will do their best to communicate and enforce the policy with their facility users. If the use of fragrance is required, it must be preapproved in writing through the church office.

**Payment Requirements:**

The total amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be paid to the church office by the \_\_\_\_\_\_\_\_\_ of each month. Cheques are to be made payable to Trinity United Church. Any cheques returned for NSF will be assessed an additional fee. A late fee of $100.00 will be applied for each month in arears, unless there has been a prior written agreement. It is the users responsibility to communicate any difficulty with payment to Trinity United Church prior to the payment date.

**Cancellation Notice:**

The group, through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agrees to give Trinity United Church at least one month (30 days) notice of the intent to cancel this agreement and cease using Trinity United Church for their activity. Any notice less than 30 days will result in an additional charge equivalent to one month’s fees.

**Space Use Restrictions:**

Use of space in Trinity United Church - Downtown is limited to the rooms/areas identified, for the times specified, in this Space Use Agreement, and the nearest washrooms and passage to those rooms/areas. Children must be supervised at all times. Children and parents are not allowed to wander the rest of the building. If furniture needs to be moved into, or out of, the room/areas identified, prior permission must be granted by the Trinity United Church main office.

Storage space is extremely limited, however some storage space may be negotiated with prior written approval. Any items stored at Trinity United Church - Downtown is the sole responsibility of the user.

Preference must be given to participants in church activities. If there is a conflict that cannot be avoided, as much notice as possible will be given to the contact person identified in this contract.

**Alternate Space/Times:**

Trinity United Church - Downtown reserves the right to relocate or reschedule sessions to rooms other than those identified in this Space Use Agreement to accommodate church programs and events provided that verbal (including voicemail) and digital (including email/text) notice is given at least 2 weeks prior notice.

**Audio Video Equipment:**

A/V equipment may be available for use with prior written agreement from the office. A/V equipment in the sanctuary is limited to a Trinity AV Team members. If equipment in the sanctuary is requested it must be operated by an AV Team person. If one of the team is available on the date requested, there will be an extra cost of $50/hr.

**Merger:**

Trinity United church was formed on January 1, 2018. We are one church with two buildings. Neither building has been sold, is for sale, nor is there a plan to list either building.

**Kitchen:**

Use of the kitchen can be negotiated as part of this agreement. Occasional use of microwave and fridge is considered part of this agreement. If the kitchen is needed for meal preparation, backing, or a special event, written agreement must be obtained from the main office one week prior to the date of the event. The kitchen must be kept clean after any use. The kitchen being left unclean, expired/rotten food left in the fridge, or dirty dishes left behind, will result in the group no longer being able to use the kitchen.

**Insurance:**

1) The facility user shall, throughout the term of this agreement provide at its own expense and keep in force the following insurance:

1. All Risks of Physical Loss or Damage Insurance, in an amount equal to the full replacement cost thereof upon property of every description and kind owned by the facility user, or for which the facility user is legally liable or installed by or on behalf of the facility user, and which is located within or on the Leased Premises including, without limitation, fittings, installations, alterations, additions, partitions, signs (interior and exterior), fixtures and anything in the way of improvements including the facility user’s stock-in-trade, furniture and personal property; and
2. Commercial General Liability insurance respecting the use, occupancy and conduct of business on and from the Premises, with coverage for any occurrence or claim of not less than $2,000,000.

2) A copy of your insurance coverage must be provided for our files within 30 days of your annual renewal date. As part of your insurance coverage, a Certificate of Insurance outlining the following clauses is required:

1. The Trustees of Trinity United Church are hereby added to the Commercial General Liability as Additional Insured with respect to Bodily Injury or Property damage resulting from operations performed by or on behalf of the named insured.
2. The Trustees of Trinity United Church will be afforded 30 days advanced notice of policy cancellation sent to the address listed of the church.
3. The Insurer waives its right of subrogation against the Trustees of Trinity United Church to the extent of the liabilities that the facility user has assumed under this agreement.

**Accidents/Incidents:**

If any injury, accident, or incident occurs during the time that the group is using Trinity, an incident report must be submitted immediately to the Trinity United Church office that includes the name of injured person(s), parents’/guardians’ names (in the case of a child or youth), date and time of accident, type of injury, a description of the incident, names of witnesses, and any other relevant details.

**Conditions for Use:**

1. Use of alcoholic beverages is not permitted on any Trinity United Church (1448 or 3555 5th Ave.) property unless prior permission is given by the Trinity United Church Official Board.
2. Smoking and vaping is not permitted within any Trinity United Church Building (1448 and 3555 5th Ave.).
3. Smoking and vaping outside is only permitted 5m or 15ft from any entrance or emergency exit.
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_will be provided with sufficient access to the building. Compliance with the building’s security system is required.
5. Only non-marking materials, such as Funtack or Hold It, may be used to affix items to the walls. Tacks or tape are not allowed as they may damage the walls.
6. When the group is finished using the facilities, the close-up routine must be followed.

**Close-Up Routine:**

The last person to leave the building must do a complete walk-through on all rooms/areas of the building that were used by the group(s) to ensure the following:

* All lights are out;
* No water is running;
* Washroom lights are off;
* Any furnishings in the room are returned to their original setup;
* All windows are closed and locked;
* All blinds have been returned to their original position;
* All electrical appliances are turned off;
* All stove burners are checked and turned off; and
* All the exit doors are secured and locked.

**Notes:** (See Reverse)

Agreed to, and accepted, by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trinity United Church Board Date

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Group Representative Date

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| --- | --- | --- |
| Key Number Issued | Name | Date Given / Returned |
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