



Gloria Dei
LUTHERAN CHURCH

637 Buckingham Rd
Winnipeg, Manitoba R3R 1B9
gdeiwpg@gmail.com (204) 832-4564
www.GloriaDeiWinnipeg.org

Gloria Dei Lutheran Church Facility Use Policy

Purpose

We are pleased that you have considered the use of Gloria Dei Lutheran Church for your event. Our vision is to reach out and serve the people of Winnipeg and to become a community of belonging and hope, built on caring and nurturing relationships and spiritual direction and growth. The offering of our church facility is just one way we can achieve this vision. Please review the terms and conditions for the use of our facilities. An application is attached.

Spirit:

It is our intention that the church facilities be used to the greatest practicable extent to further the needs of the immediate and broader community.

Booking Requirements and Charges:

1. A damage deposit will be required for all rentals.
2. Booking requirements will vary for one-time or recurring use.
3. Additional deposits will be required for key access and may be required to secure rental date.

Terms and Conditions of Usage:

1. Smoking is prohibited on church property, except for designated area. (parking lot area).
2. Gloria Dei Lutheran will not be responsible for any damages to or loss of property of the rental user or attendees.
3. Gloria Dei Lutheran will not be responsible for any injuries, including death that may be suffered by attendees, the rental user or the rental user's representatives, arising out of use of the premises or equipment.
4. Users will not bring any pets or domestic animals onto the premises.
5. All members of the user group must stay in the areas designated for the event and occupy only the designated areas during the rental time indicated in the application. If additional time is required for set up or clean up this must be included in the time booked for the rental on the application.
6. Children must be supervised at all times and may not be left unattended.
7. Specialized equipment such as: lighting system, sound system, recording, video and audio equipment, etc., may only be used by qualified and/or designated technicians.
8. Any relocation of equipment/furniture must be done in consultation with the church council. Instruments must not be moved.



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9. If there is any damage to property and/or equipment incurred by users, the user will be held responsible. All breakages/damages must be reported to the office. Some or all of the damage deposit will be withheld if there is damage to the building or equipment. If the damages are determined to be in excess of the damage deposit the renter will be liable for the total damage occurred.
10. The user may be required to have comprehensive general liability insurance with coverage for any one occurrence or claim of not less than \$2,000,000. If requested by Gloria Dei Lutheran Church at any time prior to the function, the rental user will provide to the church evidence of one of the following: homeowner's insurance, special event insurance or commercial liability insurance.
11. When premises are used, the user agrees to leave the premises clean and in order as found prior to use.
12. If the building is to be used after normal business hours, the user is responsible for maintaining the security and monitoring the occupancy of the building. Prior to leaving the building, the user is responsible for locking all doors, turning out all lights, securing all windows and closing and locking all interior doors.
13. Consumption or possession of alcoholic beverages shall be in accordance with the Church policy. The policy is available at the time of application. **MLCC permits are required.**
14. A member of Gloria Dei Lutheran Church may be present to supervise activities/functions held at the church.

Disclaimers:

If information provided in the rental agreement is discovered to be inaccurate, the event may be cancelled without notice, even if in progress, without refund of any moneys.

Priority for Church Functions:

The church reserves the right to cancel any agreement at any time in receipt of advance copies of all programs, advertising, and news releases, should it be determined that the proposed program is contrary to the mission of the Gloria Dei Lutheran Church or that the proposed use of facilities may be contrary to the best interest of the community or the district.

I have read the Gloria Dei Lutheran's Facility Use Policy and agree to abide with all the stipulations outlined therein.

Signature of User

Date

Church Representative

Date



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Gloria Dei Lutheran Church Facility Use Fee Schedule

USE OF:	HOUR LY RATE	HALF DAY RATE 4 HOURS	FULL DAY RATE 8 HOURS	ANNUAL RATE UP TO 1 HOUR WEEKLY	ANNUAL RATE UP TO 3 HOURS WEEKLY
HALL	50	150	300	1600	4800
BOARDROOM	25	75	150	1750	3500
LOWER LEVEL	25	75	150	1750	3500
SANCTUARY	100	200	400	X	X
KITCHEN	25	100	200	X	X
STORAGE	ANNUAL FEE 2500				
REFUNDABLE DAMAGE DEPOSIT	500				
REFUNDABLE KEY DEPOSIT	100				
***CLEANING SERVICE	100				
FOR SPECIAL EVENTS PLEASE SEE SPECIAL EVENTS FEE SCHEDULE					

*****ALL FACILITY USE IS SUBJECT TO CLEANING FEES AS DETERMINED BY THE DISCRETION OF GLORIA DEI**

Facility Use Fee Payable To: Gloria Dei Lutheran Church

For more information please contact:

Gloria Dei Lutheran Church

Phone: (204) 832-4564

Email: gdeiwpg@gmail.com



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**GLORIA DEI LUTHERAN CHURCH
FACILITY USE AGREEMENT**

1. Organization / Group Name: _____
2. Contact Person: _____
Phone: _____
Mailing Address: _____
Email: _____
3. Estimated Number of Persons Attending: _____
4. Date and Time Requested (including set up and clean up): _____

Recurring Rental (Max. 12 consecutive months):

Start Date: _____ End Date: _____

Day of the Week: _____

Start Time: _____ End Time: _____

*Note all times must include set up and clean up.

** Long Term Requests will be reviewed annually.

Facility Area Requested (Check All That Apply):

<input type="checkbox"/>	Sanctuary	<input type="checkbox"/>	Hall	<input type="checkbox"/>	Other
<input type="checkbox"/>	Board Room	<input type="checkbox"/>	Lower level		
<input type="checkbox"/>	Storage	<input type="checkbox"/>	Kitchen		
<input type="checkbox"/>	Key required:				
<input type="checkbox"/>	Other Equipment (Please Specify)				



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Proof of liability insurance _____
(witnessed by)

OR

Purchase of liability insurance _____
(witnessed by)

FOR OFFICE USE...

Request processed by: _____	Date _____
Total Moneys Received: \$ _____	
Confirmed by : _____	Date _____

We confirm that the date(s), as per your request, have been reserved for your group.

For Gloria Dei Lutheran Church

Date