

RIVERSIDE CHURCHES OF OTTAWA  
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613-733-7735 or 613-733-8185

[ruc@rogers.com](mailto:ruc@rogers.com)

[churchresurrection@rogers.com](mailto:churchresurrection@rogers.com)

To view the Bookings Calendar: <http://teamup.com/ksf638b353d3f3c13d/>

### FACILITIES RENTAL AGREEMENT

This agreement is between Riverside Churches of Ottawa and

NAME (Renter): \_\_\_\_\_

CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

We, Riverside Churches of Ottawa, agree to provide the following facilities:

Facility		Morning, Afternoon, or Evening	All Day
Room 4	<input type="checkbox"/> Times _____	\$50	\$100
Room 5	<input type="checkbox"/> Times _____	\$50	\$100
Room 6	<input type="checkbox"/> Times _____	\$75	\$150
OTHER	<input type="checkbox"/> Times _____	contact office	
<b>Sanctuary</b>	<input type="checkbox"/> Times _____	\$100	<b>\$200 Not Rented Out on Saturday evening</b>
Kitchen	<input type="checkbox"/> Times _____	\$75	

on (rental date) \_\_\_\_\_ number of people attending: \_\_\_\_\_

For a rental of facilities in the amount of \$ \_\_\_\_\_ [cheque payable to "Riverside Churches of Ottawa"]

Third Party Liability Insurance is required (either with policy held by renter or as offered through Riverside Churches of Ottawa—see office for details).

Request for Custodian set-up and/or take down: (\$25.00/hr, 1 hour minimum)  
(cheque payable to Marc Godin) Details: \_\_\_\_\_

\_\_\_\_\_ Key given to \_\_\_\_\_

I, the **Renter**, named above, agree to use the facilities according to the attached Conditions and Limitations, and to be responsible for any breakage or damage to the property of Riverside Churches of Ottawa.

Signature of Renter \_\_\_\_\_ Date: \_\_\_\_\_

Acceptance Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Lou Madaire,  
Riverside Churches of Ottawa

## **CONDITIONS AND LIMITATIONS for Facilities Rental:**

1. Renter may use **only** the facilities for the time specified in this agreement. Earlier delivery of materials or later storage is not permitted.
2. The Renter, or his designate, must be in full time attendance during the rental period.
3. Use of church-owned piano or sound equipment must be approved in advance.
4. Consumption of food/drink in the Sanctuary must be approved by the Church Office in advance.
5. The Kitchen rental is to warm and serve food. Cooking of full meals is not allowed. If church linens are used, please launder and return promptly.
6. No tobacco, illegal drugs or gambling.
7. Alcohol, only if a Special Occasion Permit is issued and a copy left with the Office prior to the event.
8. It is the responsibility of each group to:
  - turn off all lights when leaving building
  - close all windows and doors, and ensure all taps (including all washrooms) are turned off
  - if the event is held in off hours (i.e. if you are the only group on the premises), at the end of the event, ensure that the security bar on exterior door is in place.
9. Fees for the work of the Custodian will be charged when there is need for extra janitorial work to be done or should you require assistance with:
  - a. set up of equipment and furnishings.
  - b. return all equipment and furnishings to proper storage areas.
  - c. clean up space used.
  - d. check washrooms
  - e. Recycle, compost and put garbage in appropriate bags.

### **Guidelines for Caretaker Fees Riverside Churches of Ottawa**

1. For funerals and weddings the following amounts would be charged to families:
  - Funeral or Wedding - service only - \$65
  - Funeral or Wedding with reception - \$100
2. For rental of the building by outside groups, the following charges would apply when set-up and clean-up is required. (Rentals for rooms 4 & 5 would normally involve set-up by the rental group).

Room 6 - set up/take down for a meeting or reception - 2 hours

Sanctuary (all of these tasks would also include re-setting)

Set up head table or turn some chairs - 1 hour

Remove/Replace chairs (without food being served) - 3 hours

Remove/Replace chairs and set up tables - 4 hours

Remove/Replace chairs and set up tables (with food) - 5 hours

The hourly rate would initially be set at \$25.

## What goes in your blue box - Recyclable materials

All recyclables must be placed **loose** in an approved City of Ottawa blue box to help with sorting at the recycling facility.

**Glass** - Bottles and jars

### Metal

- Metal cans
- Aluminum containers (clean or food soiled)
- Aluminum foil (clean or food soiled)
- Aerosol cans (**empty** hairspray, paint, whipping cream)
- Spiral-wound canisters with metal ends (frozen concentrate cans, potato chip tube)
- Soft drink cans
- Jar lids

### Plastic

- All food and household plastics containers # 1 to 7
- Take-out containers, bakery and produce containers (clam shells)
- Pails (remove metal handle)
- Single serve yogurt containers
- Clear plastic egg cartons
- Plastic bottles, jars and jugs
- Tubs and tub lids (yogurt, sour cream, ice cream, hand cleaner, margarine containers)

### Cartons

- Milk and juice cartons
- Drink boxes
- Soup boxes

**The following materials are considered organic waste and will be accepted in the green bin**

- Food waste
- Food-soiled pizza boxes
- Wax paper
- Soiled paper products
- Soiled tissues

## Empty Alcohol Containers

Empty wine, beer and spirit containers greater than 100 ml purchased in Ontario must be returned, for refund at the Beer Store. Find your local return location at [bagitback.ca](http://bagitback.ca).

If you are unable to return them Riverside Churches will take them in. Empty the contents in the sink and put the bottles aside.

## Non-recyclable materials

Place these items in your regular garbage.

### Glass

- Ceramics such as dishes, cups and pottery
- Other glass such as drinking glasses, window glass, light bulbs, and mirrors
- CFL bulbs (compact fluorescent) can be returned to a Take it Back! partner.

### Metal

- Metal clothes hangers
- Scrap metal
- Chip bags

### Plastic

- Styrofoam containers
- Styrofoam packaging
- All plastic bags
- Hard plastics such as dishes, cups, toys, make-up jars, laundry baskets
- Motor oil containers

### Batteries (lead-acid)



**THIS MATERIAL IS A PROHIBITED MATERIAL AND CANNOT BE DISPOSED OF IN THE REGULAR GARBAGE**



**THIS IS HOUSEHOLD HAZARDOUS WASTE**

- Take this material to a one-day [Household Hazardous Waste](#) depot listed on the City's website
- This material should not be placed in the garbage or poured down the sink
- Check [List of Safer Alternatives for Household Products](#)



**THIS ITEM CAN BE TAKEN TO A TAKE IT BACK! PARTNER**

- Take it Back! partners will accept back this material for reuse, recycling or proper disposal
- Residents must phone ahead to the retailer before returning an item.

**FOR OFFICE USE ONLY**

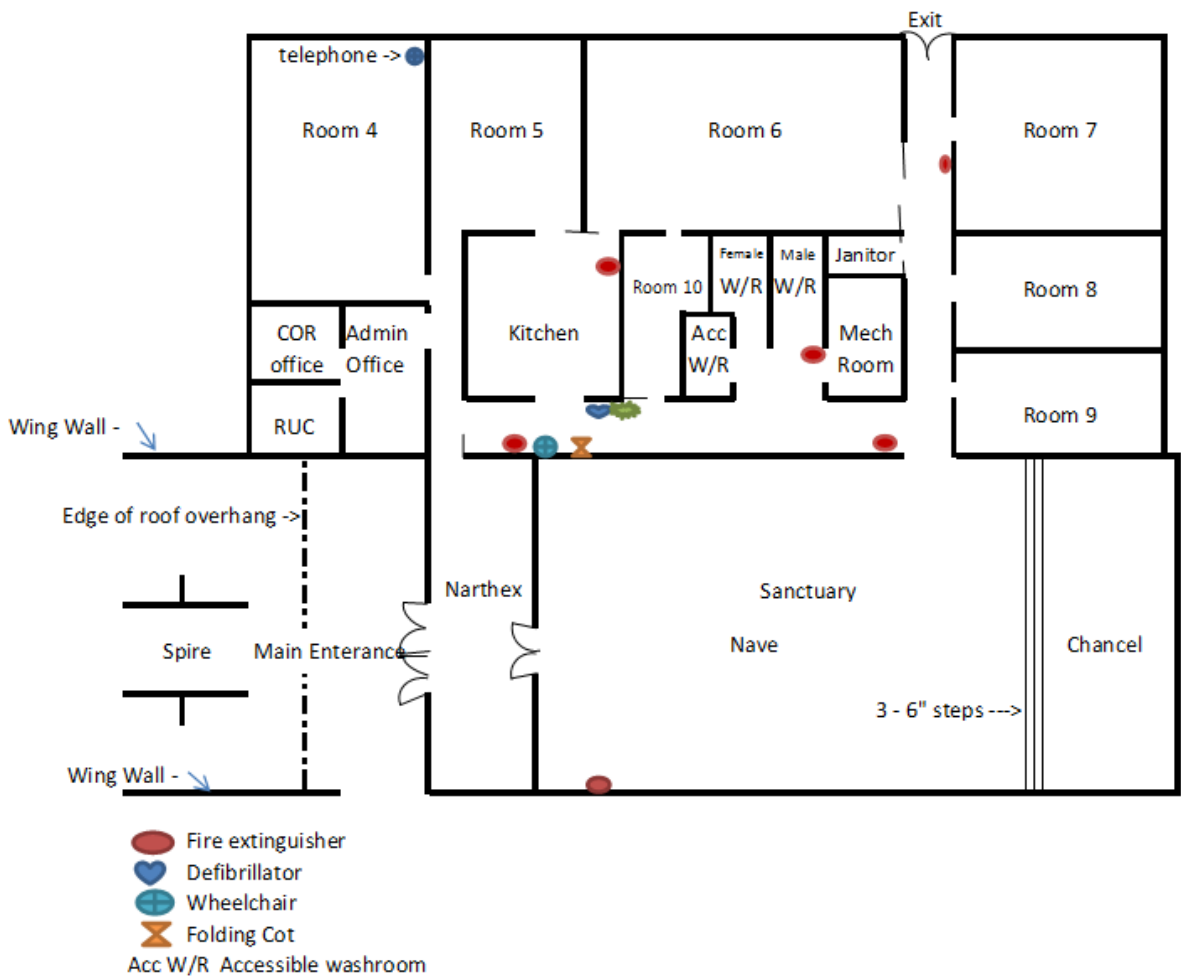
Payment for rental of facilities received      Date: \_\_\_\_\_

Payment for Custodian received              Date: \_\_\_\_\_  
 (Payable to Marc Godin)

Third Party Liability Insurance for Rental, either: 1. Policy by Renter, insurance certificate received for file  
 Date: \_\_\_\_\_ or

2. Policy as offered by Anglican Diocese of Ottawa:  
     Insurance Application Form received      Date: \_\_\_\_\_  
     Payment received                              Date: \_\_\_\_\_  
     (payable to The Anglican Diocese of Ottawa)

Key Returned \_\_\_\_\_



**CHURCH FLOOR PLAN**