

### FACILITIES RENTAL AGREEMENT

This agreement is between Riverside United Church of Ottawa and

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

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

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

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

| Facility         |   | Morning,<br>Afternoon,<br>or<br>Evening | All<br>Day                                       |
|------------------|---|---|--|
| Room 4           | <input type="checkbox"/> (20-30 people) Times _____ | \$50                                    | \$100  |
| Room 5           | <input type="checkbox"/> (15-20 people) Times _____ | \$50                                    | \$100  |
| Room 6           | <input type="checkbox"/> (60-80 people) Times _____ | \$75                                    | \$150  |
| Kitchen          | Times _____   | \$75                                    |  |
| OTHER            | <input type="checkbox"/> Times _____                | contact office                          |  |
| <b>Sanctuary</b> | <input type="checkbox"/> (263 maximum) Times _____  | \$100                                   | \$200 <b>Not Rented Out on Saturday evening.</b> |

- A/V  PA 1 microphone only
- Sound
- Audio / visual
- Full system – with live feed

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

For a rental of facilities in the amount of \$ \_\_\_\_\_ [cheque payable to “Riverside United Church”] or by E-Transfer to [ructrustee@gmail.com](mailto:ructrustee@gmail.com)

Third Party Liability Insurance is required (either with policy held by renter or as offered through HUB International see end of document).

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 United Church of Ottawa.

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

Acceptance Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Louise Madaire, Riverside United Church

## 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.**

### **Riverside United Church Audio-Visual System Capabilities Supporting Event Production**

1. Audio support with multiple wired and wireless microphones and sophisticated digital sound equalization
2. Amplifier and Speaker support (including hearing assist earphones) to provide appropriate event sound and volume
3. Pre-wired hook ups for Bands or Recitals including distributed power and microphone / amplifier connections - Ample electrical power supply using three (3) individual 20 A circuits for component, music / amplifier and lighting
4. Video support including 2 pan-tilt-zoom (PTZ) ethernet cameras and large screen monitors with digital controls (using the ATEM Mini Pro) for dynamic event production. Additional cameras can be added.
5. Automated control for content displays (such as PowerPoint or equivalent) plus direct streaming to Zoom or YouTube. Note this can include “hybrid” sessions where we can mix on-site and remote Zoom community meetings. • Digital Event Recording to create enduring records in multiple formats

The first 2 are included in the rental price.

3-4 \$50.00

5 - \$100 would include a tech support person

### **Guidelines for Caretaker Fees Riverside United Church**

**(cheque payable to Marc Godin)**

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

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

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

**Plastic**

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

**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
- Soiled paper products
- Wax paper
- 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 United Church 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: \_\_\_\_\_

Special Occasion Permit      Date: \_\_\_\_\_

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

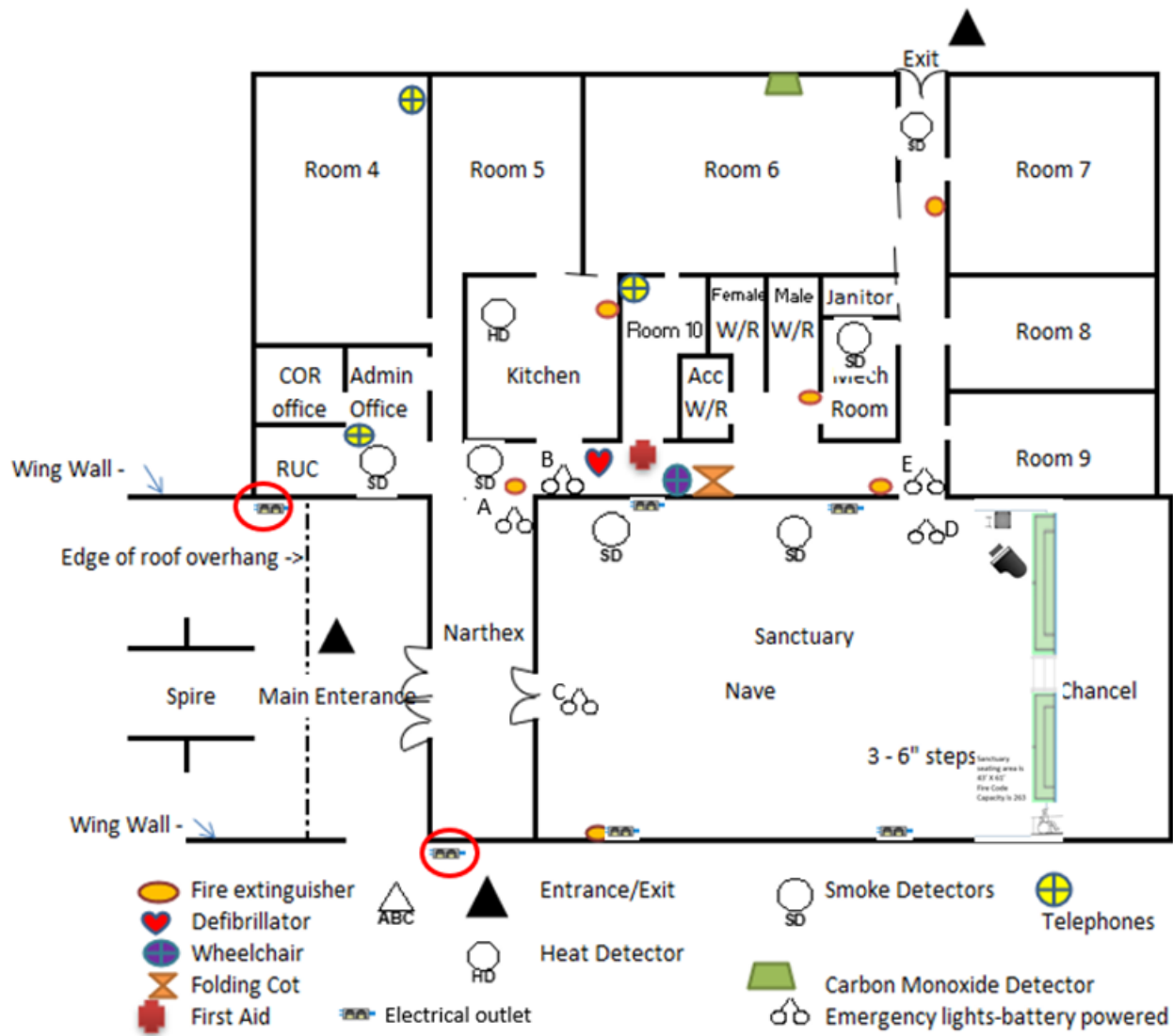
Third Party Liability Insurance for Rental, either:

1. Policy by Renter, insurance certificate received for file      Date: \_\_\_\_\_      or

2. Policy as offered by HUB: Insurance Application Form received      Date: \_\_\_\_\_

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

**You will be charged if extra clean up is needed. Most of what you would need can be found in the Janitor's closet. Extra compost bags are in the kitchen on the shelf beside the fridges.**



**CHURCH FLOOR PLAN ~ 3191 Riverside Drive**



**Do I need event insurance?**

Event insurance is purchased to cover an event host’s liability in case of an accident. It includes coverage for Event Liability (Bodily Injury and Property Damage) and for Tenant’s Legal Liability. At Duuo, you also have the option to purchase host liquor liability coverage for non-sporting events.

Even if your event space doesn’t explicitly state that they need event insurance, a quick, low cost event insurance policy gives you the peace of mind you need to focus on all the other items on your event planning to-do list.

**Sample of how to register and purchase 3<sup>rd</sup> party liability**

Renter clicks on the following link: <https://duuo.ca/event-insurance/>

- Top left of the page click on GET QUOTE
- Already a Duuo user (first time I clicked close)

Get an instant quote

On-demand liability insurance is only a few clicks away.  
Have peace of mind for all life's events, big and small.

Let's Duuo this!

- Click on red tab: **Let's Duuo this!**

- Put venue address in window (3191 Riverside Dr. Ottawa ON )...

### Venue Info

Find your venue through the search or enter it manually in the form below.

Search for your venue

riverside united church

- Click Individual or Business: I clicked Individual

- Renter fills in their name, email, Province - click Next:

- Fill in Event Type: I clicked on Lecture, Meeting Workshop,

Clicked on 1-25 attendees,

Clicked on 2 hours or less,

Clicked on No Alcohol being served, then checked to make sure it was not an excluded event (click on open)

- Put in date: I clicked on November 24...doesn't matter when! - QUOTE: \$5.67

Then click on red tab Sign Up and Purchase

<https://www.hubinternational.com/en-CA/programs-associations/united-church-of-canada-event-insurance/>

### Contact

UCC Account Management Team - HUB International HKMB Limited

Phone: 1-888-550-5458

Fax: 1-866-421-1962

Email: [ucc@hubinternational.com](mailto:ucc@hubinternational.com)