



McMurray Gospel Assembly

Non-Profit Charitable Organizations & Off Shoot Ministries of MGA Facility Rental Policy

1. ELIGIBILITY

We, the leadership of McMurray Gospel Assembly (MGA), are grateful to God for these church facilities; and for the opportunity that it provides to bless our community. We believe that it is our responsibility as good stewards to ensure proper use of what God has entrusted to us. McMurray Gospel Assembly Leadership reserves the right to administer the use of this facility as it sees fit.

Each request for the building will be dealt with on an individual basis and will be tentative until approved by the Lead Pastor. Building availability may be contingent upon the availability of supervisory or support staff from the church.

All facilities owned and operated by MGA, including any programs managed through its ministries, are dedicated to furthering God's Kingdom and shall not be used for any purposes which contradict our *Statement of Faith* and our *Constitution*. In general, activities and events must be in keeping with biblical standards of conduct. (These are available upon request)

Outside groups shall be responsible for their own insurance and must arrange for this on their own and provide proof of insurance before a facility booking can be confirmed. A copy must be kept on file in the MGA office in case a matter of insurance should arise in the future. If the renter is a private community member, wanting to use the facility for a non-business type of event then a copy of the first page of their home insurance would suffice. In all other cases the Certificate of Insurance must show.

- i. \$2,000,000 General Liability
- ii. \$500,00 Tenants Legal Liability
- iii. Adding MGA as an additional insured.

2. DAMAGE DEPOSIT/FEES/ CANCELLATION FEES

A Damage Deposit of \$150, signed Booking Request Form and signed Rental Agreement are all required to book reservations. Dates cannot be held without a damage deposit.

Damage Deposit cheques will not be cashed until after the event and after any damage is assessed and agreed upon by the user and MGA. Repair or replacement cost of damaged equipment or furnishings will be assessed and invoiced if the damage is over and above the \$150 deposit. Damage deposits will be returned within 2 weeks.

3. FACILITY GUIDELINES

The user agrees to comply with the "Maximum Occupation Limits" that are posted by the fire department (in accordance with the SAFETY CODE ACT).

Use of building and equipment is limited to the areas and times approved in the Booking Request.

Facility Bookings DO NOT include the use of any MGA kitchen supplies, coffee or other supplies.

NO ALCOHOL of any kind can be either stored or consumed in the building or on the grounds.

NO SMOKING/VAPING will occur within the building. Absolutely NO candles, lanterns, confetti, sparkles, etc, are to be used in the building.

No tape of any kind can be used on the Lower Auditorium Floor or any of the laminate flooring or on doors or walls.

The user is responsible for:

- a. All set up and take down, including tables and chairs. All equipment must be returned to where it was found and rooms set back to their original condition. When using stage area, sound equipment must be taken off and put back under the supervision of the event supervisor or sound personnel.
- b. All personal belongings, decorations, equipment, etc. must be removed from the building at the end of the event.
- c. All garbage must be collected and taken to the outside dumpster.
- d. An, end of event walk-thru and post event checklist, must be completed with supervisor before leaving.