



Westminster United Church
PO Box 2050 Humboldt, SK S0K 2A0
306-682-2799 westminsteruc@sasktel.net

Rental Agreement
Between

Westminster United Church, 708 13th Ave, Humboldt, SK
AND

Renter: _____

Contact Phone Number: _____ Email: _____

Date and Time of event: _____

The Renter agrees to pay \$ _____

For the use of the _____ space(s)

RENTAL POLICIES

1. **Fee Payment:** One-time Renters are required to pay the rental fee at time of booking. Payment can be made by e-transfer to the email above, or by cheque.
 - a. Payment by repeat regular Renters is due to Westminster United Church within 30 days of invoice.
2. **Key Access:** Arrangements will be made with the office for access. A Key deposit of \$25 is required if the building is not open for a concurrent event.
3. **Footwear:** Remove wet and muddy footwear.
4. **Sanctuary Seating:** Additional seating is not allowed in the Sanctuary. The Hall is available for rent if extra seating is needed.
5. **Garbage, Recycling, Washrooms:** Please place garbage in containers provided and ensure that the building, including washrooms, are left tidy. Place all kitchen garbage in the blue bin and recycling in the white bin in the parking lot.
6. **Hall & Kitchen Usage:** Hall tables and kitchen surfaces must be cleaned and sanitized. Hall and kitchen floors should be swept. Please mop up spills.
7. **Lights:** Turn off lights (except the one indicated near the front door) and ensure doors are locked when finished unless other arrangements have been made with the office.
8. **Arranging Your Space:** Please return all furniture (pews, tables, chairs, etc) and appliances if rearranged. No articles are to be removed from the church.
9. **Damage:** If any damage has occurred, please notify the church office as soon as possible.
10. **Insurance:** Renter's belongings are not covered by Westminster's insurance.
11. **Parking:** No Parking is allowed at back door. Minister Parking is reserved 24 hrs/day.
12. **Alcohol-Free and Nut-Aware:** Westminster is an alcohol-free community and a nut-aware facility. We ask all Renters to respect these policies.
13. **Safe Place for All:** Westminster United strives to make our building a safe place for everyone. We petition Renters to welcome all, regardless of age, gender, race, nationality, ethnicity, physical or mental ability, culture, education, economic status, family status, sexual orientation, or gender identity.
14. **Church Activities:** weddings, funerals, etc. take precedence over all other bookings.

For any questions, please contact the church office at 306-682-2799.

THE UNDERSIGNED PERSON(S) AGREES TO THE ABOVE TERMS & CONDITIONS FOR USAGE OF THE WESTMINSTER UNITED CHURCH.

Renter: _____ Date: _____

Westminster United Church: _____ Date: _____

Key Deposit of \$25 (refundable) _____ Date refunded: _____