


2024 MCKERNAN
**FACILITY LEASING
GUIDE**

11103 76 Avenue • Edmonton • T6G 0J9 • 780.436.0611



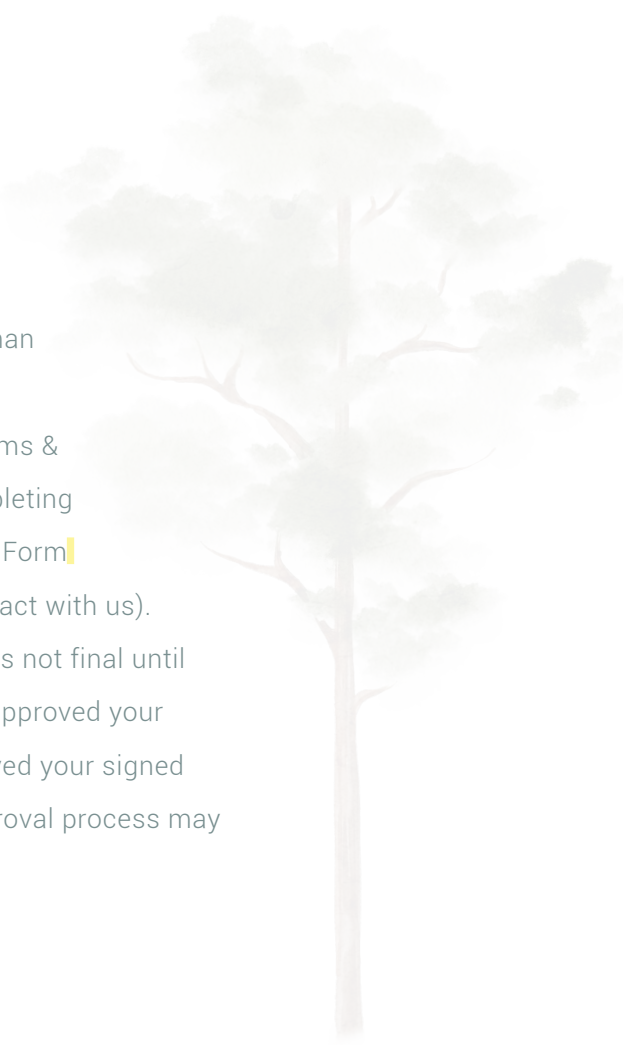
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INTRODUCTION

Thank you for your interest in leasing the facilities of McKernan Baptist Church (MBC). Please read through the Standard Terms & Conditions below, before completing the attached Booking Request Form (which will serve as your contract with us). Please note that your request is not final until the facility administrator has approved your application and we have received your signed contract and deposit. The approval process may take up to 2-3 weeks.



DISCLAIMER & WAIVER

MBC does not rent the facility to any group whose constitution or intended usage of the facility contravenes our Statement of Faith or the North American Baptist Conference's Statement of Beliefs. In the event that it can be determined that an event is found to contravene our Statement of Faith, MBC reserves the right to rescind permission to use our facility, terminate the booking, and return payment/deposit in full to the applicant without any further liability to either party.

Waiver of Liability

The applicant, organizers of the attendant's event, or attendees of the applicant's event covenants that it will not hold MBC staff, its board, volunteers, or other agents responsible for any medical or personal injury, or any loss or damage, that may be suffered as a result of the use of the premises however caused. The applicant hereby agrees to indemnify and hold harmless MBC from all demands, claims, suits, actions or liabilities resulting from injuries or death to any person, or from any property damage occurring during the event. The applicant acknowledges its responsibility to take the necessary steps for insuring against personal injury, loss, property damage, or any other loss of damage that might be incurred by us or the people at the facility during the event.



APPLICATION PROCESS (Internal & External Events)

MBC ministries take precedent over all bookings. In the event that there is a conflict between an MBC ministry and a previously scheduled event, the external event will be cancelled and we will work with the event organizer to re-schedule the event at a mutually agreeable time.

- All requests to use the church facilities require the submission of a booking form, which is to be submitted to the main office
- Applicants are required to read the Facilities Guide in full. When completing the booking form, your signature indicates that, "I have read and agree to the Standard Terms & Conditions cited in this guide." Please be aware that the booking form is a legally binding agreement.
- All bookings are subject to approval by our Facilities Manager and pastor-in-charge (internal bookings)
- Upon approval, applicants will be contacted to confirm their booking by paying the security deposit (events are not added to our events calendar without a security deposit)
- All venues are leased according to the rental fees published in this guide (p.9)
- Questions regarding booking your event should be directed to the MBC main office and may be re-directed to the appropriate staff representative
- Requests to tour the facility should be directed to our Hospitality Coordinator (p. 7)
- There are designated sections on the booking form to request specific A/V equipment and must be reserved at the time of booking to ensure availability

NOTE: MBC Ministry partners qualify for discounted rental rates but are still required to complete the booking process and meet the same requirements as external events.

Applicants Insurance

Applicants block-booking the facility must provide a copy of their insurance policy showing the following clauses, with McKernan Baptist Church listed as an additional insured:

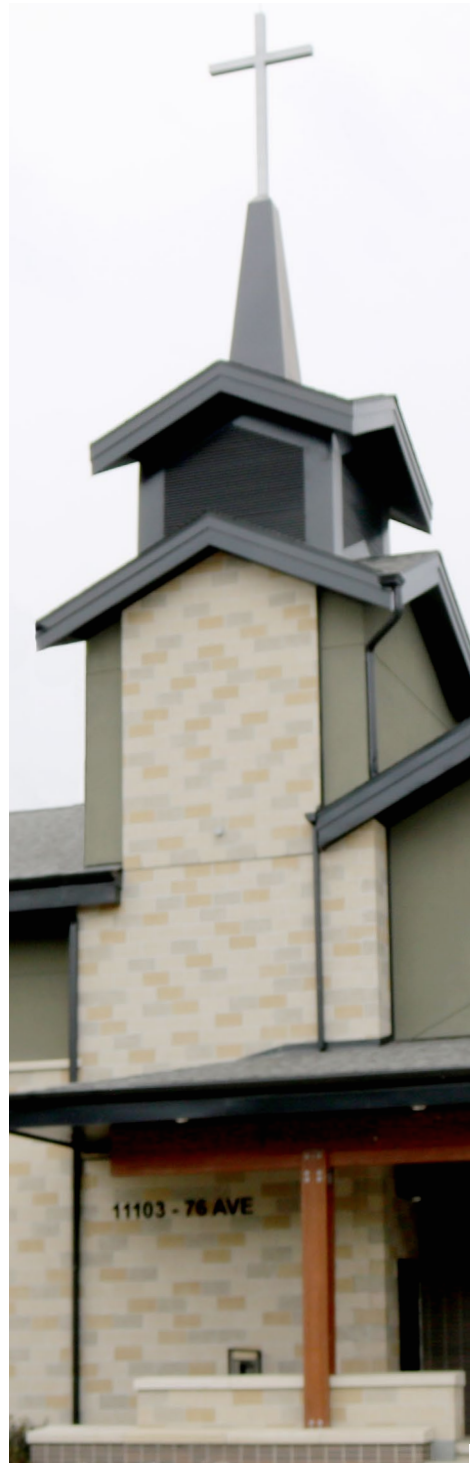
- a. All-risk insurance, including without limitation, fire, extended coverage, and malicious damage insurance for the full replacement value of MBC's equipment and property;
- b. Comprehensive general liability insurance insuring against claims for bodily injury, including death and property damage or loss arising out of the applicant's use or occupation of the premises. Such insurance shall be for the amount of not less than \$2,000,000.00 single occurrence, and \$4,000,000.00 in aggregate;
- c. Tenant's legal liability insurance in an amount not less than \$2,000,000.00

Exceptions to this will be dealt with on a case-by-case basis by the Facilities Manager in consultation with the Executive Pastor or designate.

TERMS & CONDITIONS

General Facility Usage

- Children must be supervised at all times.
- The applicant understands that there may be other functions occurring simultaneously in other venues of the building during their scheduled event. When this is the case, every effort is made to ensure that multiple functions don't interfere with each other, including the expectation that organizers will refrain from interfering with independent events.
- Access to the building is restricted to room(s) you have booked and the nearest set of washrooms. If you require access to any other part of the building, it must be booked through the office *prior to the event*. **No exceptions.**
- Use of church equipment (sound, video, electrical, furnishings, etc.) must be approved.
- If you require time for rehearsals or decorating your venue, you **MUST** book that time on your booking application. If these spaces and times are not requested on your application form, we cannot guarantee their availability.
- Pastoral approval is required for all wedding bookings.
- **MBC Ministry partners** and charities that align with our [Statement of Faith](#) qualify for a cost recovery fee only (see p.9) but are still required to complete the booking process and meet the same requirements as other external groups.
- If access to the building is required for activities not indicated on your booking form (eg. dropping off supplies) access must be arranged with our Hospitality Coordinator.
- Our Hospitality Coordinator can be booked to tour the space with you and field any questions you may have about the facilities.



Prohibited & Restricted Activities

- **Under NO circumstances do we permit smoking, vaping, or alcohol on church property at any time.** Violations of these activities will result in a financial penalty.
- **Under NO circumstances do we permit the use of confetti, rice, glitter, or flower petals on church property.** The cost for cleaning up after these (or similar) items will be deducted from your security deposit.
- **Under NO circumstances do we permit the use of staples, tape, or pins on any furniture or walls or wood or fabric surfaces.**
- **No pets allowed** inside the facility unless it is a registered service animal. If this is the case, the owner must carry a valid registration card. If a card isn't available, it's at the discretion of MBC staff to allow the animal to stay.
- **No food allowed in the Sanctuary.**
- The church building is not available to rent on the following weekends:
 - Easter weekend
 - The weekend before and after our VBS summer Camp (not a fixed date; please inquire)
 - The weekend after Labour Day
 - The weekends before and during Christmas, and New Years

Furniture & Equipment

- **Under NO circumstances shall the furniture, furnishings, plants, or décor, be moved** without the approval of our Hospitality Coordinator. Moving any of these items will result in the loss of the security deposit.
- **Under NO circumstances shall the drums, or piano be moved.** Moving this equipment will result in the loss of the security deposit. If you wish to use the piano for your event, please arrange the details with our Hospitality Coordinator. Drum removal can be arranged for a cost of \$200.
- **Under NO circumstances shall any sound, video, or electrical equipment be moved.**
- Use of any church equipment (A/V, electrical, etc.) or furnishings not specifically approved in your booking agreement is strictly prohibited.
- The piano may be used for your event, upon approval of our Worship Director

Audio/Visual Operations

- Only MBC-trained A/V technicians are permitted to setup/take-down/operate the sound system and peripheral A/V equipment. **No exceptions.**
- MBC does not guarantee the ability to show a slideshow, video or other multimedia at any event
- Live streaming is available in the sanctuary for an additional fee of \$300 and is *conditional upon the availability of a staff video technician*. Access to the video is available for a period of two (2) months, after which it is deleted from our cloud account. If you would like a copy of the video, contact the office.

Decorations

- All setup and teardown must be completed within an event's scheduled booking time.
- No decorations shall be fastened or affixed to any wall surface in the building.
- No tools or ladders will be provided by the church.
- Decorating the outside of the church is strictly prohibited.
- Decorations shall not be placed anywhere in the building above 8-feet.
- Decorations in the lobby are only permitted *immediately prior* to an event.
- If placing flower vases on window ledges, a water-protective underlay must be used
- Open flames and candles are strictly prohibited with the following exceptions:
 - Wedding unity candle (in an enclosed case) and approved by our Hospitality Coordinator
 - Christmas Eve candle
 - Advent candle
- Tablecloths are not provided. For recommended linen sizes and table dimensions, please contact our Hospitality Coordinator.

Publicity

- Event publicity must not intentionally or unintentionally imply that the event is sponsored by MBC. Any publicity must clearly indicate the identity of the event's organization.

Fire Regulations

- Hallways, stairwells, foyers, and all entrances must not be blocked at any time. Any items found to block these areas will be moved immediately (by organizers or MBC staff).
- **Under NO circumstances** shall any exterior door be propped open.
- Occupancy shall not exceed maximum venue attendance capacities.



Rental Access Times

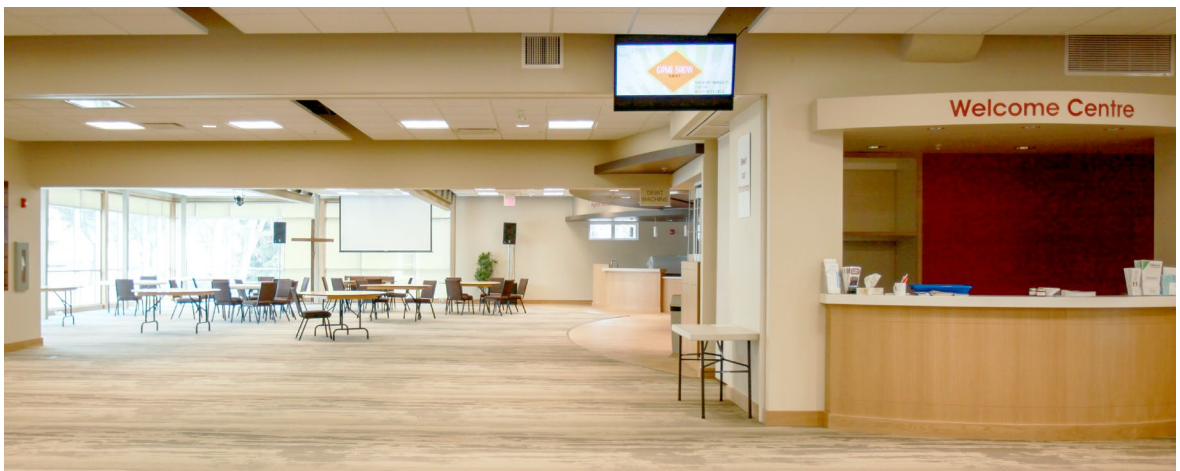
- The Sanctuary is not available for use on Saturday mornings between 8am-12pm (reserved for church functions).
- Doors will be unlocked 15 minutes prior to the event start time on the booking form and remain open for 15 minutes after the event start time. There is an expectation that event organizers will make arrangements to let guests in before/after this window.

Binding Effect & Compliance

- By signing the booking form, applicants declare themselves as the binding authority representing the event, adhering to the Terms and Conditions herein.
- The applicant agrees that MBC retains the right to enforce the Terms and Conditions outlined in this guide.
- This guide represents the sole and entire agreement between parties and constitutes a legal document.
- The booking form is binding and executable upon counterpart signatures.
- Attendance according to the safe occupancy limit as well as building and fire regulations during your event will be strictly enforced.
- In case of emergency, the applicant is responsible for the safe evacuation of their attendees, following exit instructions as posted throughout the building.

Hospitality Coordinator

- McKernan's Hospitality Coordinator (hospitality@mckernanbaptist.ca) is available by appointment to liaise with the applicant regarding the use of venue(s) and accompanying resources. We recommend that all external applicants contact our Hospitality Coordinator prior to submitting an application. Meeting with our Hospitality Coordinator is mandatory for weddings.



PAYMENT INFORMATION

Payment

The rental fee is a separate payment from the mandatory security deposit.

Full payment must be received **21 days in advance** of the event, failing which the booking will be cancelled, removed from our calendar, and the venue will be made available for other events.

Forms of accepted payment include:

- Cheque (made out to McKernan Baptist Church), which can either be delivered in-person or mailed to the church office (11103 76 Ave NW, Edmonton T6G 0J9)
- Cash (exact amount only; no change available)
- MasterCard, Visa, debit
- E-transfer (payments@crossroadschurch.ca)

Security Deposit & Responsibility of Damages

- ***Events are not booked without a security deposit.***
- Payment of the security deposit is required immediately upon approval of the booking agreement by our Facilities Manager, securing the booking on our calendar of events. If another event requests the same venue and pays the security deposit, any applications with outstanding security deposit payments become null and void.
- *If the duration of your event exceeds the documented time of your booking agreement, an overtime fee will be charged and deducted from the security deposit (see Rental Fees chart).*
- Payment options include cash (exact amount only), cheque (payable to “McKernan Baptist Church”), or debit/credit during office hours, Mon - Fri, 8:30am - 4:30pm
- The security deposit (subject to deductions) will be refunded within 30 days after an event, pending the results of an inspection by our custodial staff.
- The applicant is responsible for any damage to the facility and equipment, occurring as a direct result of the event (reasonable use notwithstanding).
- Any damage occurring to the building, equipment, or furnishings during your event must be reported to the church office as soon as possible. Remedying said damage(s) shall be the responsibility of the event organizer (signatory of the booking agreement). If damages are not resolved by the end of the event, repair costs will be deducted from the security deposit. If repairs are in excess of the security deposit, the event organizer will be billed for any outstanding repair costs.

Cancellation Policy

A FULL REFUND of the security deposit and booking fee will be granted if written notice (email is acceptable) is given up to **14 days prior** to the scheduled event date.

LESS THAN 14 DAYS cancellation notice will result in forfeiture of the security deposit (booking fee will be returned in full).

RENTAL FEES

VENUE	1-5 Hrs	Ea. Additional Hr	Deposit	Partners
Sanctuary* (max. capacity 320 people)	\$500	\$75/hr	\$300	\$100
Hospitality Area without Kitchen	\$500	\$75/hr	\$300	\$100
Hospitality Area with Kitchen (max. capacity of 200 at tables)	\$650	\$75/hr	\$400	\$150
Chapel* Excludes breakout rooms & kitchen (max. capacity 120 chairs; 100 at tables)	\$300	\$75/hr	\$250	\$75
Chapel and Breakout Rooms	\$375	\$75/hr	\$250	\$75
Chapel + Chapel kitchen** (No cooking permitted. NO EXCEPTIONS.)	\$450	\$75/hr	\$300	\$100
Chapel Breakout Room(s)	\$50/ea	\$10/hr	\$75	\$50
Classroom 8 (Bsmt) (max. capacity 12 people)	\$50	\$10/hr	\$50	\$25
Prayer Room (max. capacity 5 people)	\$50	\$10/hr	\$25	\$25
Multipurpose Area (Full) (max. capacity 120 people)	\$500	\$75/hr	\$300	\$100
Multipurpose Area (Half)	\$250	\$75/hr	\$150	\$50
Prayer Room	\$50/ea	\$10/hr	\$25	\$25
A/V Technician	\$100	\$25/hr	--	--

* Sound systems are available in each area. Video streaming is not included.

** The Chapel kitchen is NOT available for cooking under any circumstance. NO EXCEPTIONS.

FURNITURE INVENTORY

Round Tables

24 60"

15 48"

Rectangle Tables (plastic)

9 30" x 60"

2 30" x 74"

1 30" x 9'

Misc Tables

1 28" x 72" Communion Table

1 36.5" x 25.5" Registry Table

CLEAN-UP CHECKLIST (Internal Events)

General Maintenance

- Vacuum and/or mop used area(s)
(Speak with the Facilities Manager before your event to learn where to find these supplies)

Furniture

- Indicate on the booking form whether you require areas to be partitioned off for your event
- Tables and chairs should be returned to the same storage area they came from, in the same location and condition
- Tables should be sanitized via spray bottles and rags found under the nearest kitchen sink or in the chapel storage room (leave used rags in the marked bin when done)

Responsibilities of the Event Organizer / Ministry Leader

Ministry Leaders who approve events will be asked to follow-up with their event organizers who don't fulfill the following responsibilities.

- Before/After Event: Work with the Facilities Manager to learn how the setup/teardown of your event can benefit the setup/teardown of following events
- Ensure that all windows and doors are shut and locked before leaving the building
- Ensure that all bathroom stalls are empty and left in an appropriate manner for our custodian (no excess paper towels on floor or counter, etc.)
- Empty used garbage cans, throw the bags in the garbage bin in the alley, and replace the bags with new ones (found in the inside bottom of garbage cans)
- Return items borrowed from other areas (eg. utensils, cookware, etc. from one kitchen should be returned to the original kitchen; chairs; tables; etc.)
- If there are spills or large messes made, please clean them up with the supplies provided in each area

Hospitality Kitchen

The following amenities must be cleaned after use:

- Oven, stovetops, counters, dishwasher area
- Coffee machines should be emptied and rinsed out (**do NOT use soap**)
- Island should be wiped down, with nothing left on it

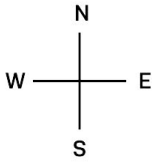
Chapel Kitchen (NOT to be used for meal prep)

- Please clean ovens, stovetops, counters, and dishwasher area after use

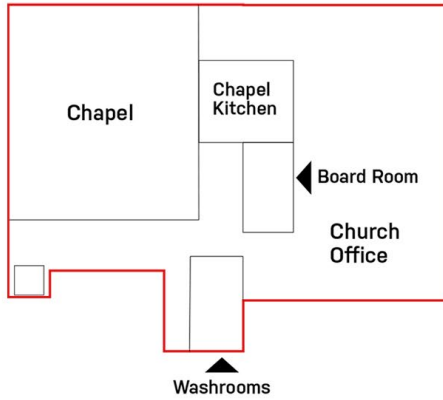
A/V

- Be sure to indicate all audio/video requirements on the booking form

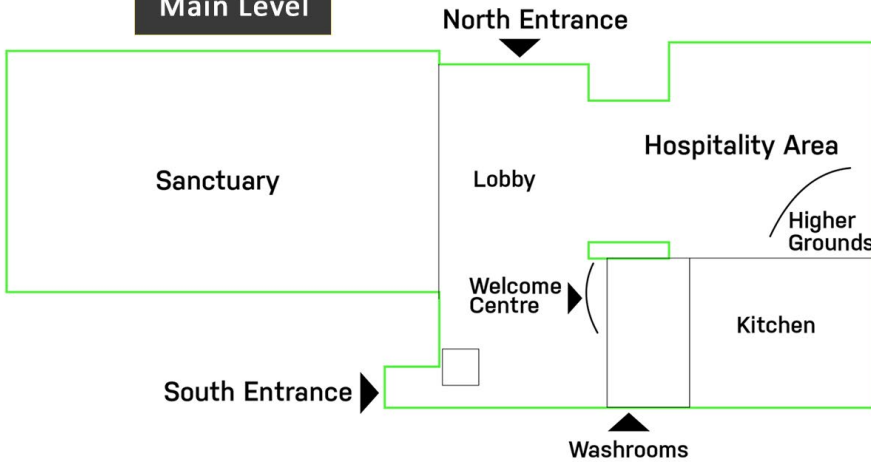
FACILITY MAP



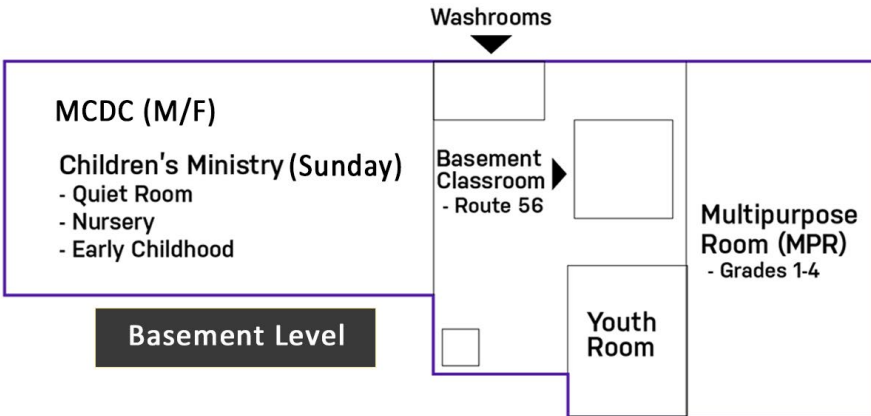
2nd Level



Main Level



Basement Level



APPLICATION (External Events)

EVENT _____ Private Public EVENT DATE _____

Attendance _____ Setup Time _____ START Time _____ END Time _____ Takedown Time _____
Contact _____ Address _____
Phone _____ Email _____

BRIEF DESCRIPTION OF EVENT

RECURRING EVENT? Y N Weekly Monthly Other **END DATE** _____

If weekly, which days? M T W Th F Sa Su

Dates that are exempt from recurring schedule _____

REQUESTED ROOMS

- Board Room
- Chapel (no kitchen)
- Staff Kitchen
- Classroom 8
- Hospitality only
- Main Kitchen
- Prayer Room (S)
- Prayer Room (N)
- Youth Room
- Multi-Purpose (full)
- Multi-Purpose (N)
- Multi-Purpose (S)
- Sanctuary
- Other

FOOD

Will food be served? Y N Hot Cold Potluck

Catered? Y N

Catering Co. _____ Contact _____

Caterer Phone _____ Email _____

Beverages served? Y N Provided by: Event Host McKernan

SOUND SYSTEM (fee based on level of need)

A/V Required? Y N Purpose of sound system (eg. music, PPT/video, etc.)

REQUESTED RESOURCES

- Projection Equip Screen Projector TV /DVD Cart Computer
- Sound Equip Mic(s) No. _____ Mic Stand No. _____ Lapel Mic
- Music Stand No. _____ Guitar DI Box
- Misc Flip Chart White Board Wood Dividers
- Table(s) No. _____ Podium

SPECIAL NEEDS/OTHER REQUESTS

ACKNOWLEDGEMENT (by the applicant)

Bookings are not approved without a security deposit.

I have read and agree to the Terms and Conditions cited in this guide.

I understand that the space I'm using will be returned to its original state, including the placement of furniture.

Accepted by
(Event Organizer)

Security Deposits are due within 24 hours of your application being approved.

Payment options include cash, cheque (payable to "McKernan Baptist Church"), or debit/credit during office hours (Mon - Fri, 8:30am - 4:30pm).

OFFICE USE ONLY

Security Deposit \$ _____ + _____ = \$ _____ DATE PAID _____ Rec'd By _____

Min Rental (4 hrs) \$ _____ + _____ hrs = \$ _____ Total Hours _____

Total Rental Fee \$ _____ + _____ hrs = \$ _____ Pmt Req'd By _____

DATE PAID _____ Rec'd By _____

Sound Person _____ A/V Fee \$ _____

Approved by

Date

McKernan
BAPTIST CHURCH

