

Terms & Conditions

CANCELLATION: 30 days notice will be provided by either party to cancel this agreement.

Please note that funeral services being held at OUC will take precedent over all other bookings and as much notice as possible will be given.

SECURITY: The renter will also be responsible for ensuring that the facilities being used are secured at all times during their time of rental. All doors and windows in the areas you use must be checked at the completion of your booking.

CONDITIONS: The renter must attend the function and be responsible for the actions of their guests.

The renter must read and agree to the following conditions:

1. Smoking is not permitted in the building, the outside ashtray area on the West side of the building must be used.
2. Confetti and rice are not permitted any where on the premises. Bubbles are ok outside only.
3. Alcoholic beverages are NOT permitted on the premises.
4. Fire regulations determining the number of people attending a function must be adhered to. The OUC sanctuary maximum capacity is 322 persons. Exit doors must be clear of obstructions, and unlocked.
5. The renter will be responsible for arranging all OUC furniture and equipment as required, as well as returning same to where it was found. The renter agrees to leave the premises in a clean, presentable condition. Garbage must be bagged and removed to the outside storage bin. If the rental agreement includes the use of the kitchen, all dishes and utensils must be cleaned and returned to where they were found. Excess food must be removed from the building.
6. The renter agrees to assume full responsibility for any damage caused by the actions or neglect of themselves and their guests, and to make full restitution.
7. Renters are allowed use of designated rented spaces only.

INDEMNITY, INSURANCE AND LIMITATION OF LIABILITY

1. The user group shall indemnify Okotoks United Church in respect to any claim for damage or injury while the user group has the use of the premises.
2. Okotoks United Church assumes no responsibility or liability for personal injuries, belongings or equipment of the user group whatsoever.
3. Okotoks United Church carries insurance, **but it does not and cannot protect the user groups.**
4. All renters must have or obtain 3rd party liability insurance.
5. A Certificate of Insurance must accompany the signed rental agreement and reservation deposit.

Please read and initial the following:

I herby acknowledge that it is our responsibility to ensure that police security checks are completed for all volunteers working with a vulnerable sector of people i.e. (children, youth, seniors, disabled youth, and adults).

_____ **(initial)**

I herby acknowledge that we are responsible for our group meeting the Alberta Health requirements for food safety when renting the kitchen and/or providing food during our rental.

_____ **(initial)**

I WITNESS WHEREOF this agreement has been duly executed by an authorized signing authority representing the parties:

Client Signature: _____

Printed Name:

Title:

OUC Rep Signature: _____

Printed Name: _____

Title: Office & Facilities Administrator