

SECTION 5 FORMS  
FORM 5.7.2 – REGULATIONS

REGULATIONS, \_\_\_\_\_  
(*church name*),  
\_\_\_\_\_  
(address)

ORDERLY CONDUCT: The renter is responsible for the orderly conduct of all persons who are under or associated with the renter's supervision and control. At each session or function, the renter will have one designated person responsible for compliance with the lease conditions. Initial\_\_\_\_\_

BUILDING SECURITY: The renter agrees to limit his/her access and use to the area(s) covered by the agreement. The renter will be responsible for ensuring that only authorized personnel are allowed in the building during the rental period, unless otherwise advised by a representative of (*church name*)  
\_\_\_\_\_  
Initial\_\_\_\_\_

CLEANLINESS: The renter is responsible for cleaning up any spills and untidiness created during the use of the facility rented. The renter is responsible for putting away any resources/materials used in his/her activity, and must leave the facility in a clean and orderly manner. Please put all garbage in the bin in the kitchen, or in a bag beside the kitchen garbage, and put all recyclables in the containers in the entrance hall. Initial\_\_\_\_\_

FLOORS: the renter agrees that the floors in the facility will be maintained in the condition found. During inclement weather, the renter is required to restrict the use of outdoor footwear within the facility. Initial\_\_\_\_\_

DECORATIONS: No balloons are allowed anywhere in the building. Nothing is to be attached to the coloured panels in the hall, as they are sound baffles. The renter will be responsible for the costs for repairing any damage caused by the renter to the building. Initial\_\_\_\_\_

EMERGENCY PROCEDURES: The renter is responsible for knowing the location and operation of fire extinguishers, emergency exits, emergency procedures and the contact person(s) associated with the facility

(name of church) \_\_\_\_\_

is responsible for providing the necessary information to the renter. Initial\_\_\_\_\_

LIGHTING/CEILING FANS/HEATING/ELECTRICAL APPLIANCES: The renter is responsible for ensuring that all lights in the leased area are turned off prior to leaving the building. No adjustments are to be made to any heating controls unless authorized by a representative of (church name).

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Electrical appliance such as stoves, kettles, coffee pots, dishwasher, kitchen fan, etc that are used as part of the lease must be shut off prior to leaving the building. All lights in the entrance way must be shut off, unless there is someone else in the building who will require lighting in order to leave the building – lights visible in upstairs area, kitchen etc. Initial\_\_\_\_\_

RULES & REGULATIONS, cont.

DOOR LOCKING: All inside doors must be locked. Check the following

- 1 *(add your check list)* \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

7. ALL DOORS to the outside from the space rented. Double-check these even if they appear to be locked.

RULE of THUMB: if you opened it, lock it and double check it. Initial\_\_\_\_\_

As renter(s), I/we have read, initialed, understand and agree to abide by the above rules.

Renter(s) \_\_\_\_\_

Date \_\_\_\_\_

(amended Jan. 2012)