



# South Calgary Chinese Evangelical Free Church

340 – 39th Avenue S.E. Calgary, Alberta T2G 1X6  
Tel. /Fax (403) 243-2770 E-mail: info@scefc.ca

## APPLICATION FORM FOR BUILDING FACILITIES BOOKING

### A. GENERAL INFORMATION

Name of Applicant / Organization: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Address of Applicant / Organization: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Phone Number – Home: \_\_\_\_\_ Bus.: \_\_\_\_\_

Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

- ♦ Are you a Christian Organization <sup>1</sup>?  Yes  No
- ♦ Are you an active member of SCCEFC?  Yes  No
- ♦ Are you a member of other church?  Yes  No

Name of your church: \_\_\_\_\_

### B. FACILITIES REQUIREMENTS

Date(s) required:      1. \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_  
    2. \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
    3. \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

No. of Persons expected: \_\_\_\_\_ Adult: \_\_\_\_\_ Children: \_\_\_\_\_

#### Areas Required <sup>2</sup>:

- North Building:     Sanctuary     Sanctuary Foyer     Sound Booth     Back Stage
- South Building:     Chapel         Chapel Foyer       Sound Room     Kitchen

#### Video and Sound Equipment Required (please specify quantity):

- Sound System in Sanctuary     Sound System in Sanctuary Foyer     LCD projector (    )
- Sound System in Chapel         Portable Karaoke Sound System (    )

#### Note:

1. The video and sound systems in the Chapel and Sanctuary may only be operated by SCCEFC's video and sound Team. If additional video, sound or lighting system is required, please contact our staff.
2. Please also inform our staff as soon as possible for the set-up and arrangement of the equipment after this application is approved.

<sup>1</sup> For Christian Organization, please provide Certificate of Insurance along with this application.

<sup>2</sup> For classrooms, tables and chairs booking, please contact church office 403-243-2770 or info@scefc.ca for further arrangement.

**C. FEE SCHEDULE**

SCCEFC member or Christian Org.      Non-member

**FOR OFFICE USE ONLY**

Please circle      Initial

**1. Rental Fee**

Entire Church	<input type="checkbox"/> Freewill Offering <sup>3</sup>	<input type="checkbox"/> \$500/day	<input type="checkbox"/> waived/reduced
Sanctuary & Foyer	<input type="checkbox"/> Freewill Offering	<input type="checkbox"/> \$300/day	<input type="checkbox"/> waived/reduced
Chapel & Chapel Foyer	<input type="checkbox"/> Freewill Offering	<input type="checkbox"/> \$200/day	<input type="checkbox"/> waived/reduced
North Bldg Classrooms & Foyer	<input type="checkbox"/> Freewill Offering	<input type="checkbox"/> \$100/day	<input type="checkbox"/> waived/reduced
South Bldg Classrooms & Foyer	<input type="checkbox"/> Freewill Offering	<input type="checkbox"/> \$50/day	<input type="checkbox"/> waived/reduced

**2. Administration Fee**

More than 300 attendants	<input type="checkbox"/> \$100/day	<input type="checkbox"/> \$100/day	<input type="checkbox"/> waived/reduced
Less than 300 attendants	<input type="checkbox"/> Freewill Offering	<input type="checkbox"/> Freewill Offering	

**3. Other Charges**

Video & Sound in North Sanctuary	<input type="checkbox"/> Freewill Offering	<input type="checkbox"/> \$60/hr/3 hrs mini.	<input type="checkbox"/> waived/reduced
Video & Sound in South Sanctuary	<input type="checkbox"/> Freewill Offering	<input type="checkbox"/> \$60/hr/3 hrs mini.	<input type="checkbox"/> waived/reduced
TV/DVD	<input type="checkbox"/> Freewill Offering	<input type="checkbox"/> \$20/set	<input type="checkbox"/> waived/reduced
LCD Projector	<input type="checkbox"/> Freewill Offering	<input type="checkbox"/> \$10/unit	<input type="checkbox"/> waived/reduced
Photocopy	<input type="checkbox"/> Freewill Offering	<input type="checkbox"/> \$0.25/copy	<input type="checkbox"/> waived/reduced

Total Charges <sup>4</sup> \$ \_\_\_\_\_

**Less:** Non-Refundable Deposit of \$100  
Paid upon handing in application form.

Paid \$ \_\_\_\_\_

Balance \$ \_\_\_\_\_

<sup>3</sup> All freewill offering will not issue tax receipt.

<sup>4</sup> Extra cleaning charge may be applied if the facilities are not used in accordance with the Users Responsibilities and Facilities Use Guidelines.

**ATTENTION:**

*Christian Organizations and SCCEFC Members,*

*We are supportive of your ministries and therefore are glad to share the facilities God has given to us for your use. Maintenance of cleanliness and respectful use of facilities is highly appreciated.*

SCCEFC Administration Board

## D. POLICIES IN GENERAL

Activities that are against Christian beliefs are prohibited; church facilities will not be rented out for these purposes. The applying organizations MUST AGREE that no acts or activities will conflict with our Christian beliefs, principles, and generally accepted practices while the facilities are being used. The Administration Board reserves the rights to determine such activities, which are deemed to be acceptable.

## E. USERS RESPONSIBILITIES

1. The Administration Board reserves the right to request users renting the facilities to provide proof of insurance of \$2 million on general liability and \$100,000 on tenant's legal liability.
2. Due to our sitting arrangement in the Sanctuary and Chapel, the total sitting capacity of Sanctuary and the balcony is limited to 750 person; the Chapel to 400 person. Users renting the facilities should be aware of this restriction. The church reserves the right to act accordingly, in case of over crowding situation occurs. There is absolutely no standing room allowed.
3. Users renting the facilities assume full responsibility for any damages and/or cost of repairs to the physical buildings, its contents, equipment or breakage of resulting from their use of such facilities. Known property and equipment damages must be reported to the Church Administrator within 24 hours after the use of the facilities.
4. Users renting the facilities are responsible for their own safety and the safekeeping of their belongings. The church is not responsible for any injury, damage, theft, and vandalism incurred to the users, their vehicles and passengers while using our facilities.
5. Users renting the facilities shall provide their own operating staff (e.g. babysitters, ushers, securities, parking lot patrols, decorators, etc.)
6. Users renting the facilities agree to follow the "FACILITIES USE GUIDELINES".
7. Users renting the facilities shall keep the facilities clean and tidy. All tables and chairs shall be stacked up after each use as specified by the "FACILITIES USE GUIDELINES".
8. Any functions involving the serving of food and beverages should be indicated at the time of booking. Food and beverages can be served in designated areas only. Designated areas are defined in the "FACILITIES USE GUIDELINES".
9. Rooms and contents are to be left as clean and as tidy as found, or an extra charge will be levied.
10. Posters can be posted on the designated bulletin boards only or on places authorized by the Church Administrator.
11. No overnight functions are allowed in the church building. Users renting the facilities shall leave and secure the church building at no later than 11:00 p.m. unless otherwise authorized by the Administration Board.

### STATEMENT OF RESPONSIBILITY

The signature of the responsible individual or organization representative conveys acceptance of and compliance with policies, requirements, charges and restrictions of this application and the Facilities Use Guidelines.

I/We, \_\_\_\_\_, as official representative for \_\_\_\_\_, understand that, as user(s) of SCCEFC facilities and/or equipment, am/are subject to any and all policies, applicable charges, restrictions or requirements as stated in this application and the Facilities Use Guidelines.

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

Deposit received: \_\_\_\_\_

Proof of Insurance received:  Yes  No

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Pastor / Admin. Board Deacon

## FACILITIES USE GUIDELINES <sup>5</sup>

### DESIGNATED FOOD AND BEVERAGE SERVING AREAS

1. Sanctuary Foyer if no interference is caused to other worship services or functions concurrently taking place. *Consideration to minimize disturbance is strongly RECOMMENDED.*
2. Chapel Foyer if no interference is caused to other worship services or functions concurrently taking place. *Consideration to minimize disturbance is strongly RECOMMENDED.*

### CLASSROOMS & DESIGNATED FOOD AND BEVERAGE SERVING AREAS

1. Return all tables and chairs to their original positions.
2. Return all equipment to their designated area or storage room.
3. Dispose all leftover food, cups and garbage; place the sealed garbage bags in the parking lot dumpster.
4. Clean up all spilled beverage and food from floor.
5. Vacuum floor. A portable vacuum is available in janitor room. <sup>6</sup>

### KITCHEN

1. Wash and return all dishes and utensils to cabinets.
2. Clean all tables and counter tops. Put all tables back to their original position.
3. Supply own disposable foam cups, plates, plastic forks, etc. Replenishment of items used from the kitchen is strongly recommended.
4. Remove and empty all trash into the dumpster in the parking lot.
5. Sweep and mop the floor.
6. Label and date food stored in refrigerator. Unlabelled food will be discarded.
7. According to the City of Calgary Building Code, our current exhaust system is designed for light cooking only. Using the ovens for warming up food and baking are allowed in the kitchen, otherwise any type or form of cooking especially deep-frying is prohibited.

### SANCTUARY & CHAPEL

1. Return all chairs to their original order after use. Pieces of tape or markers are placed on the floor to mark the correct placement of chairs.
2. Return all Bibles to their original places.
3. Food and beverages are prohibited in the Sanctuary & Chapel, except for special program or approved by church administration.
4. Respect proper use of all equipment in the Sanctuary & Chapel. Avoid tampering with the piano, organ or the PA system.
5. All video projectors and sound systems are restricted for use in the Sanctuary & Chapel, and must operate by the Church A.V. team technicians. The LCD projectors are delicate and expensive; to ensure longevity of the projectors, they should remain in the same location as often as possible.

### PASTORS' OFFICES / ADMINISTRATIVE OFFICES

1. These offices are for internal use only except otherwise permitted by a Pastor.
2. Return all furniture to their original locations.
3. Do not remove books from bookshelves without permission from respective owners.

### COPIER

1. Priority of using the church copier is given to church-related copying.
2. Personal use of copier is permitted. A fee of \$0.25 per copy is charged. A password is needed to operate the photocopier. Please check with the Church Administrator for details.

### WEDDING

1. Please refer to Wedding Guidelines.

<sup>5</sup> *In the absence of key holder, please arrange with church staff for key access to church building.*

<sup>6</sup> *With church 'NK' key. Please arrange with church staff if you need key access to janitor room.*