

Northwest Barrie United Church
464 Ferndale Drive N
Barrie Ontario L4N 7X6
Office Hours: Monday to Friday from 9am to 1pm
Phone: 705-734-3700 Email: nwbuc@bellnet.ca

Facility Use Agreement

I, _____, do hereby agree to the following terms and conditions with respect to accommodation at Northwest Barrie United Church.

Contact person

Address

Phone

Email

Function/Event and Purpose

Date of Function

Time requested

Number of persons

Insurance Certificate Provided:

Space required

- | | | |
|-------------------------------------|---------------------------------|-----------------|
| <input type="checkbox"/> | Sanctuary | \$ |
| <input type="checkbox"/> | Upper Room | \$ |
| <input type="checkbox"/> | Nursery Room | \$ |
| <input type="checkbox"/> | Westennial Hall | \$ |
| <input type="checkbox"/> | Servery | \$ |
| <input type="checkbox"/> | Other | \$ |
| <input checked="" type="checkbox"/> | Damage/Key Deposit (Refundable) | \$ <u>50.00</u> |
| Total | | \$ _____ |

Payment can be made by cash, cheque or e-transfer

Northwest Barrie United Church Mission Statement

Our Mission is to be a welcoming, hospitable, positive, nurturing community of faith, where everyone is accepted and respected. It is the aim of our community to provide space that will facilitate worship, recreation, learning and fun. We ask all who use our space to treat it with respect.

Conditions of Use

User must leave the space in the condition in which it was found. User is responsible for setting up any additional tables/chairs that may be required as well as putting them away afterwards. If there is damage or cleaning required, the damage deposit will be applied.

User is required to remove their own-generated garbage after the event.

User must respect the smoke-free and alcohol-free designation of Northwest Barrie United Church. We also strive to be a scent-free and nut-free facility.

The User may not conduct any unlawful activities on Church property.

The User will use only the space under contract.

We request that all Users accede to Northwest Barrie United Church, the right to use the space in the event of a significant congregational need for use e.g. funeral. If such need occurs, Northwest Barrie United Church will make every effort to accommodate the User in another space in the building.

Cancellation Policy

Cancellation with more than 2 (two) weeks’ notice, no fees will apply. Cancellation with less than 2 weeks’ notice will be subject to a cancellation fee equivalent to the room rental rate.

User Initials: _____

I have read the above conditions and will abide by them:

User Name (Print): _____

Signature: _____

Date: _____

Northwest Barrie United Church Office Administrator:

Signature: _____
Shelley Nakonechny

Key Received:

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Emergency Procedures for Occupants

IN CASE OF FIRE

No Fire Alarm System

Upon Discovery of Fire:

- Leave fire area immediately.
- **CLOSE ALL DOORS BEHIND YOU.**
- Alarm occupants of building. Yell "FIRE".
- Call Barrie Fire and Emergency Service at 9-1-1 (from a safe location).
- Use exit to leave the building.
- Safe Location – back parking lot.

Upon Hearing of a Fire Condition:

- Leave building via nearest exit.
- **CLOSE ALL DOORS BEHIND YOU.**

Caution:

- If smoke is heavy in the corridor, it may be safer to stay in your area. Close door and place a wet towel or other object, i.e. jacket, sweater, etc. at the base of the door.
- If you encounter smoke in stairway, use an alternate exit or find refuge in nearest suite.
- **Fighting a fire is a voluntary act.**

Emergency Contact:

Remain Calm