

Facility Usage & Guidelines for Niagara United Mennonite Church

****DISCLAIMER:**

This document is provided for information purposes only. It has not been specifically approved for legal or insurance purposes for our organization's particular premises, activities or events.

January 5, 2021 Final Version
August 18, 2022 Revision to NUMC Kitchen Usage section and adding a checklist

*Institutional Knowledge/Policies/ Facilities/NUMC Guidelines
Admin day to day/Facilities/Kitchen/NUMC Kitchen Usage Checklist 2022*

OVERVIEW

The following guide has been written by Niagara United Mennonite Church Board to provide our ministry leaders and those interested in using our facility and with specific information related to using the facility. It outlines our approach, usage, restrictions, responsibilities, requirements for those renting the facility and fees. Moreover, it is written to be consistent with our vision.

GUIDELINES FOR USE OF FACILITIES

As a registered charitable organization in Canada, Niagara United Mennonite Church has been entrusted with resources and property for the purpose of carrying out its charitable objectives. These charitable objectives (below) are listed in section 4 of the Niagara United Mennonite Church constitution, and they are registered with the Canada Revenue Agency.

4. The Purpose of the Church

a) **Worship services** are to be conducted every Sunday and on Christian holidays. The congregation unites to praise the Lord with spiritual songs, listens to sermons based on God's Word and unites for prayer.

b) **Christian Education.** In order that children, youths and adults may know the plan of salvation as presented in the Old and the New Testaments, they should be instructed repeatedly in the Scriptures.

c) **Membership Instruction.** The class is to be taught Mennonite doctrines. Attention should be given that members of the class receive accurate instruction concerning the hope that is within us, and that they may consciously be convinced by the persuading power of the Word of God, to commit themselves to Christ and to remain faithful to Him till death. Participation in a membership class does not obligate a person to be baptized.

d) **Bible Study.** Bible studies shall be conducted where church members may read and study the Word of God together, where old and new treasures may be discovered (Matthew 13:52). By sincerely asking questions and seeking answers together, they may teach each other under the guidance of the Holy Spirit.

e) **Prayer.** We encourage members to participate in public prayer, expressing their thanks and their supplications to the Lord. We rejoice when we have a sense of unity and openness in the church, that members are not afraid to openly express themselves in prayer.

f) **Pastoral care.** Personal spiritual counseling should be practiced amongst members of the congregation.

g) **Funeral Services.** The congregation also participates at funeral services. She honours the memory of the deceased by accompanying them to their final resting place. The living allow the dead to speak to them as they reflect on their own state, remembering that it is the lot of man to die (Hebrews 9:27). They find comfort in the hope of resurrection.

h) **Missions And Outreach.** In following the command of our Saviour (Matthew 28:19), the congregation will involve itself in local community outreach as well as global outreach through the larger church community.

In keeping with these objectives, proper oversight must be given to ensure that:

- Adequate facilities be in place to effectively carry on activities which fulfill the objectives of Niagara United Mennonite Church
- The facilities are properly protected against damage or misuse
- A spirit of cooperation and respect exists with church adherents, community groups, and other non-profit organizations regarding the use of the church's facilities
- Appropriate fees are assessed for non-church events in order to recover the expense associated with the use of the building and/or equipment

Nine sections include:

1. Our Booking Approach
2. Church Ministry Usage
3. Wedding Ceremonies
4. Wedding Receptions
5. Other Fee Based Usage / Cancellation Policy
6. Responsibilities for all users
7. Rental to others (i.e. other churches/charities)
8. Rental of the Facility & Parking
9. Emergency & Safety Procedures

Appendix: Facility Usage Forms, Schedules and Setups

- a. Facility Rental Request Form (ministry or outside booking)
- b. Facility Setup Request
- c. Wedding
- d. Wedding Rehearsal & Ceremony Schedule
- e. NUMC Kitchen Usage Checklist
- f. Facility Setup – Funeral

SECTION 1: OUR BOOKING APPROACH

There are a variety of general principles we adhere to when planning facility bookings:

- Contact person(s): All inquiries as to the use of our facility must go through the NUMC Office Administrator
- Distinguishing between ministry and other uses: The following is the guide we use to determine ministry versus other uses. Is the event, ministry, activity or occupancy?
 - Within our charitable and religious objects and purposes?
 - Recognized, approved and sponsored under the authority of our Church Board and/or Pastoral Team?
 - Supervised and operated by our own staff and/or volunteers?
 - Composed of participants who are members, adherents, employees, or guests of Niagara United Mennonite Church?

Activities meeting all these criteria are considered to be within the ministries of Niagara United Mennonite Church. The Church Board Executive will have final say in determining how this guideline applies.

Priority: Bookings for the facility will be made in accordance with the following priority:

- All ministries of Niagara United Mennonite Church
- Weddings and wedding receptions officiated by our licensed ministers
- Rental use by members and adherents
- Rental use by pre-existing groups

And in keeping with the following restrictions

- One large event per weekend only: If a large event is scheduled between Friday and Saturday, then no further receptions, banquets or meetings will be booked (wedding ceremonies excepted).
- Load: We reserve the right to not book an event if the season of ministry, set up or routine maintenance is particularly heavy.
- Sunday Bookings: Due to the Worship Services and Sunday Schools using our facility on Sunday mornings, no bookings may be made until after 2:00 p.m.
- Saturday Night Bookings: No more than one external booking per month. Exceptions may be made for approved weddings and/or wedding receptions.
- Set up: It is the responsibility of our Custodial Staff.
- Clean up: It is the responsibility of our Custodial Staff.
- Access: Arrangements can be made through the office to have the automatic doors set for entry.
- Rental Fees: Are based on a specific time period over the course of a day or on a full day use. Please refer to section 8.

SECTION 2: CHURCH MINISTRY USAGE

- Unless pertaining to regularly scheduled services or programs, church groups wishing to use the facility must make their requests to the Office Administrator. Once it has been determined that no conflicts exist, the event will be placed on the church calendar.
- All outside groups must complete a Request for Use of Facilities Form and submit it to the Office Administrator. Once it has been determined that no conflicts exist and the Church Board Executive have given approval, the event will be placed on the church calendar.
- Use of facilities is granted on a “first come, first served basis”.
- Outside user groups must provide proof of insurance, in the form of an insurance certificate naming Niagara United Mennonite Church as an additional insured, within 2 weeks of the scheduled event, or they may risk cancellation of their event.

Providing rooms for our church ministries is our top priority and is central to our church’s mission and strategic objectives. Ministries such as our worship services, youth and children’s ministries and events, play groups, sports ministries led by our members / adherents are examples of our internal ministries.

The following information is unique to our internal ministries.

- **Who can book:** The leader of a ministry area is the only person who will book rooms for ministry use. This usually means that a staff member, ministry chair or designated ministry leader will make the booking.
- **Priority:** Decisions respecting conflicts will be resolved by the Office Administrator and/or Church Board Executive.
- **Small Group Social:** If a small group would like to have a one-time social gathering they must book in advance following the guidelines as laid out in Sections 1-9 of this guide.
- **Emerging ministries:** As a general principle, priority will be given to ministries aligned with our mission, strategic objectives and goals. As we continue to grow, this may require us to re-allocate room usage.

SECTION 3: WEDDING CEREMONIES

Guidelines

The following guidelines are related to all couples approved to have their ceremony at Niagara United Mennonite Church

- A wedding ceremony can be booked after the Lead Pastor and the Spiritual Life Chair have approved it.
- All weddings, once approved, must be performed by a licensed minister.
- A wedding ceremony cannot be booked more than 12 months in advance.
- Weddings will either be booked for Friday evening or Saturday during the day.
- We will arrange the appropriate set up to accommodate the needs of the wedding party with minimal disruption to our stage equipment.
- Auditorium decorating should take place the morning of the ceremony or Friday evening during or after the rehearsal. Call the office to arrange.
- Adherence with room use Responsibilities outlined in Section 6.
- Honorariums are between the couple and the officiating pastor(s), etc. and are not addressed in this guide.

Ceremony Fees

Niagara United Mennonite Church does have fee schedule for Weddings. See the "WEDDING FACILITY RENTAL REQUEST FORM".

Proof of insurance must be provided in the form of a Certificate of Liability Insurance with the following provisions in advance of the event accompanying the Rental Contract.

The individual(s) booking the wedding are required to confirm via a copy of their insurance that they have a minimum of \$2,000,000 per occurrence of General Liability and Tenants Legal Liability Coverage and have named Niagara United Mennonite Church as an additional insured on their insurance. Alternatively, individual(s) must make arrangements for Special Events Liability coverage. ACCESS Special Events Liability coverage is available through Robertson Hall Insurance on a separate policy.

A signed Release and Indemnity Form along with proof of insurance must be provided in the form of a Certificate of Liability Insurance with the above-noted provisions in advance of the event accompanying the Rental Contract.

NOTE: The requirement for proof Insurance may be waived at the discretion of Niagara United Mennonite Church if the ceremony is performed by a licensed minister of Niagara United Mennonite Church.

SECTION 4: WEDDING RECEPTIONS

A wedding reception, rehearsal dinners and showers can be booked as follows.

Limited times and dates are available to couples (see guidelines below) who want to have their reception here before or after their ceremony. Our goal is not to provide the full-service approach of a banquet facility or caterer but to provide a clean and well-organized room for these events that fits well with our other ministry activities.

Guidelines

- Receptions can only be booked for Friday or Saturday nights.
- Patrons must provide their own projector and portable stereos for Audio Visual.
- Alcohol, Smoking, Vaping, Illegal drugs and Dancing are prohibited for any event.
- The room may not be available for decorations the night before (due to other uses). Plan accordingly. NUMC Office Administrator and/or Church Board Executive have final say in resolving any scheduling conflicts.
- Must be responsible for set up, clean up and take down of decorations in a timely manner
- Adherence with responsibilities outlined in Section 6.

We may be able to provide a NUMC sound technician. See "FACILITY RENTAL REQUEST FORM" for fees.

Fees

Niagara United Mennonite Church charges a facility rental fee for the use of the kitchen and auditorium/gym for wedding receptions (refer to Section 8 of this agreement and the "Facility Rental Request Form").

Proof of insurance must be provided in the form of a Certificate of Liability Insurance with the above-noted provisions in advance of the event accompanying the Rental Contract.

The individual(s) booking the wedding are required to confirm via a copy of their insurance that they have a minimum of \$2,000,000 per occurrence of General Liability and Tenants Legal Liability Coverage and have named NIAGARA UNITED MENNONITE CHURCH as an additional insured on their insurance. Alternatively, individual(s) must make arrangements for Special Events Liability coverage. ACCESS Special Events Liability coverage is available through Robertson Hall Insurance on a separate policy.

A signed copy of the RENTAL INFORMATION AND CONTRACT FORM, FACILITY RENTAL REQUEST FORM, RELEASE AND INDEMNITY FORM and CERTIFICATE OF LIABILITY INSURANCE must be returned to Niagara United Mennonite Church 2 weeks before you use the building and subject to consultation.

Cancellations

- Cancellations may be made no less than 48 business hours prior to the facility rental through the church office as noted above in “Booking of Facilities” for a full refund less a booking fee of \$25 and any other costs that may have been incurred by NUMC.
- If a booking is cancelled less than 48 hours prior to the facility rental, or if the renter fails to notify the church office of the cancellation of a booking, 50 % of the rental may be retained.
- If the cancellation is due to inclement weather, all fee payments may be refunded at the discretion of the church office.
- The church office reserves the right to cancel a booking should an unexpected congregational need arise. However, all efforts will be made to accommodate both events. (i.e. Funeral or Memorial Service)

SECTION 5: OTHER USAGE

Occasionally individuals (including members within our congregation) may wish to rent the facility for private or personal reasons. All inquiries as to the use of our facility must go through the Office Administrator and may require approval from the Church Board Executive.

Small Family Functions

- Family events such as anniversaries and birthday celebrations are permitted.
- Office Administrator can determine the best location and date/time for the event in light of other activities.
- Only one function of this type booked per week.
- Alcohol, Smoking, Vaping, Illegal drugs and Dancing are prohibited for any event.
- User is responsible for set up, take down and cleanup of decorations in a timely manner.
- Decorations must be kept simple and done just before the event, not the day before.
- Adherence with responsibilities outlined in Section 6.
- See FACILITY RENTAL REQUEST FORM for fee schedule.

Certificate of Insurance

Proof of insurance must be provided in the form of a Certificate of Liability Insurance with the above-noted provisions in advance of the event accompanying the Rental Contract.

The individual(s) booking the event is required to confirm via a copy of their insurance that they have a minimum of \$2,000,000 per occurrence of General Liability and Tenants Legal Liability Coverage and have named NIAGARA UNITED MENNONITE CHURCH as an additional insured on their insurance. Alternatively, individual(s) must make arrangements for Special Events Liability coverage. ACCESS special events liability coverage is available through Robertson Hall Insurance on a separate policy.

A signed copy of the RENTAL INFORMATION AND CONTRACT FORM, FACILITY RENTAL REQUEST FORM, RELEASE AND INDEMNITY FORM and CERTIFICATE OF LIABILITY INSURANCE must be returned to Niagara United Mennonite Church before you use the building.

Cancellations

- Cancellations may be made no less than 48 business hours prior to the facility rental through the church office as noted above in "Booking of Facilities" for a full refund less a booking fee of \$25.
- If a booking is cancelled less than 48 hours prior to the facility rental, or if the renter fails to notify the church office of the cancellation of a booking, 50 % of the rental may be retained.
- If the cancellation is due to inclement weather, all fee payments may be refunded at the discretion of the church office.
- The church office reserves the right to cancel a booking should an unexpected congregational need arise. However, all efforts will be made to accommodate both events. (i.e. Funeral or Memorial Service)

SECTION 6: RESPONSIBILITIES

- Building Availability: Events can begin at 9:00 a.m. and must be finished by 10:00 p.m.
- Health and Safety: See Section #9
- Lock up: The designated NUMC Rep on the RENTAL INFORMATION AND CONTRACT form will be responsible to ensure all windows and doors are secured, the building is empty and all lights are turned off.
- Stage Set Ups: Stage items must not be moved in the Sanctuary. This includes choir loft, keyboard, monitors, drums, bass amps, microphones, cords, risers and music stands.
- Piano: The piano is not to be moved (even short distances) under any circumstances. The piano in the Sanctuary cannot be moved off the stage. Tuning of the piano, if requested, at renters expense is to be done only by our contracted piano tuner.
- Tables/Chairs: Use of tables and chairs is included in the rental and cost of setup & takedown covered in the fee schedule.
- Audio Visual Equipment: Niagara United Mennonite Church sound technician is required to operate the soundboard and moving of any NUMC AV equipment. Fees for time and setup included in the rental request forms.
- Sports Equipment: Office approval required to use equipment in the gymnasium only.

NUMC Kitchen Usage Checklist

Revised August 10, 2022

When you are using the kitchen please go through the following checklist:

1. 30 minutes prior to volunteers or guests arriving, open the kitchen doors and windows.
2. Turn on the exhaust fan over the oven. As the kitchen doors are kept closed, the air quality will be poor until this ventilation is done.
3. ALL THREE ovens and all elements are turned off.
4. Check the Fridge – everything that belongs to you should be removed.
Do not leave open containers, leftovers, condiments or milk for others.
5. You may use the kitchen linens, tea towels and wash clothes but take the ones you used home to be laundered, ironed if needed, and return promptly back to the kitchen.
6. Dish washer must be turned OFF at the control unit AND 2 places on the wall.
7. ONLY after the dish washer is turned OFF, may you drain it – lever inside near entrance door.
8. All garbage, recycling and compost should be bagged and put outside in the covered bins. Beige wood for bagged garbage, cardboard and bagged recycling. Green bin with compost bag for food compost and coffee grounds.
9. Wipe and clean all counter surfaces.
10. Spray sanitizer on all counter surfaces. Do not wipe let it air dry.
11. Turn off the lights and close and lock all windows as you leave.
12. If other spaces have been used (i.e. Sunday School area, youth room, nursery) put someone in charge of straightening up these spaces.
13. Ensure the lights and fans in the gym are turned off.
14. Lock the kitchen doors. Outside entrance, door from kitchen to the gym, door to the hallway. This is done to be in compliance with our “Plan to Protect Policy”.
15. The main glass doors are on automatic timers and will lock at the scheduled time.

Maintenance Issues:

Please report any damages, spills or maintenance issues to the church office or custodian immediately.

Water Disruption:

In the event that potable water is not available in the kitchen you must immediately suspend all food preparation and service.

Safe Food Handling Binder (white binder):

Please make yourself familiar with the proper “Safe Food Handling” practices as laid out in the white binder on the kitchen counter.

Orange Tab- Four Principles of Safe Food

Blue Tab - Last Food Safety Inspection Report

Yellow Tab - H.A.C.C.P (Hazard Analysis Critical Control Point)

White Tab – Proper Food Safety and Procedures for Potlucks and Picnics

Food Safety: A Guide for Ontario's Food Handlers (green binder):

This binder is for educational purposes only and not intended to provide medical or legal advice. The binder provides details on proper handling of foods in preparation, cooking and storing. In addition, there are sections on cleaning, pest control and personal hygiene.

“NUMC Kitchen Usage Checklist” to be completed, signed and returned to the church office at the end of your usage of the kitchen facilities. A copy of this checklist is found at the end of this guide and in the kitchen.

APPROPRIATE USE OF FACILITIES

- Capacity limits of the room(s) must be adhered to based on the Fire Marshall's instruction as posted.
- Renters are expected to comply with the instructions of the custodial staff or church appointed supervisor in issues of rental policy and building security.
- All activities involving children and youth must have adequate adult supervision.
- Renters are responsible for any damage to Church property resulting from their activities. Any damage is to be reported to the church office.
- All food, equipment and other materials belonging to the groups must be removed by the close of the rental period unless arrangements have been made in advance for their storage.
- At no time will the use of confetti or bird seed be allowed anywhere in the Church facilities or grounds.
- Food and beverages are prohibited in the Sanctuary, with the exception of bottled water.
- Children should be supervised by their parents or other responsible adults at all times.
- The use of tobacco, vaping, alcoholic beverages, or illegal substances is not permitted in the building or on the grounds of the church.
- No decorations will be affixed to the premises without prior consent by the Office Administrator or Custodian.
- Use of candles is permitted if they are contained in an appropriate fire proof container.
- Activities and programs are limited to the space that is assigned to each rental group.
- Users are expected to leave the building in the same condition it was when they arrived.

SECTION 7: RENTAL TO OTHER ORGANIZATIONS

NIAGARA UNITED MENNONITE CHURCH is not usually available for general public rental. Internal ministry use is very heavy seven days per week. However, we will do our best to accommodate inquiries as they arise.

Guidelines

The following guidelines are related to all rentals at NIAGARA UNITED MENNONITE CHURCH:

- If an individual or organization desires to rent our facility, they must send us a letter of intent describing rental needs and information about the individual / organization. We will advise the designated contact after review with our decision.
- These bookings can be for such uses as recitals, fundraisers, conferences, and seminars, etc. for Not-for-Profit Organizations. We will not rent the facility for sports leagues tournaments or for profit events.
- Projector/Computer equipment: Niagara United Mennonite Church will not provide the portable projector. Renters must provide their own equipment.
- Adherence with responsibilities outlined in Section 6.
- A NIAGARA UNITED MENNONITE CHURCH sound technician/computer technician is required for the Main Auditorium subject to any additional fee for their time (see rental fee section)

Fees

Please see Section 8 and the "FACILITY RENTAL REQUEST FORM" for rental fees per room.

Proof of insurance must be provided in the form of a Certificate of Liability Insurance with the following provisions in advance of the event accompanying the Rental Contract.

The organization or individual(s) booking the wedding are required to confirm via a copy of their insurance that they have a minimum of \$2,000,000 per occurrence of General Liability and Tenants Legal Liability Coverage and have named NIAGARA UNITED MENNONITE CHURCH as an additional insured on their insurance. Alternatively, individual(s) must make arrangements for Special Events Liability coverage. ACCESS Special Events Liability coverage is available through Robertson Hall Insurance on a separate policy. (and sign the release form)

Rental Information and Contract:

A signed copy of the RENTAL INFORMATION AND CONTRACT, RELEASE AND INDEMNITY FORM and CERTIFICATE OF LIABILITY INSURANCE must be returned to Niagara United Mennonite Church before you use the building.

SECTION 8: FACILITY RENTAL FEES

Usage Fees

- Rental period between 9am and 10pm
- Fees are subject to change, from time to time
- See the “FACILITY RENTAL REQUEST FORM” for up to date fee schedule

For the purpose of discounts, *Regular Renters* are defined as those groups who rent space from Niagara United Mennonite Church on an ongoing basis.

- Weekly users: At least 4 weeks of ongoing use.
- Monthly users: At least 3 months of ongoing use.
- Annual Users: Users who have a history of using the facility for a significant (multi-day), recurring, annual event for more than 2 years in a row and/or who intend to use the facility for the same event in subsequent years.

Renters selling tickets are not eligible for the discount.

Furniture/equipment does not include audio/visual equipment. Niagara United Mennonite Church does not allow access to its audio/visual equipment for non-church related events. Special arrangements may be made only for weddings and funerals.

For those who are inquiring about renting our facility, we have provided rates depending upon which room(s) you would like to use.

Room Capacity (includes all persons, guests, volunteers, staff, catering employees etc.)

<u>Sanctuary</u>	Maximum Total Load- fixed seating 300 persons
Main floor- fixed seating	Maximum 261 persons
Balcony – fixed seating	Maximum 160 persons
Choir Loft – fixed seating	Maximum 64 persons

<u>Auditorium/Gym</u>	
Standing	Maximum 300 persons
Non-Fixed seats	Maximum 282 persons
Non-fixed seats and tables	Maximum 222 Persons

<u>Meeting Rooms/Lounges</u>	
Non -Fixed Seating	Maximum 25 persons

- A Facility Rental Application/Agreement must be completed before the Office Administrator can address requirements and establish the required fees.
- Rehearsals, preparations and setup/clean up time must be included in the hours booked.
- Rentals are not confirmed until completed and signed by all necessary parties.
- Set up (diagram) to Office Administrator with EXACT details for Custodian is required.

SECTION 9 HEALTH AND SAFETY

In the case of an emergency or power failure, please be aware of the following:

1. All rental rooms have a minimum of two exits and are well marked and illuminated.
2. An auxiliary lighting system will provide adequate lighting to allow individuals to exit the building should a power failure or emergency occur.
3. Fire Extinguishers are located in all spaces. Ensure you know where the closest fire extinguisher is located before your event begins.
4. First Aid Kit is available and is hung on the center post in the middle of the kitchen.
5. Emergency phones available in the Ushers Room and the Common area next to the Kitchen:

NUMC Office/Custodian: 905-468-3313

6. AED Machine is located in the Sanctuary on the wall near the organ.

It is your responsibility to familiarize yourself with the exits and location of the fire extinguishers prior to the event. It is also your responsibility to ensure someone else in attendance is also familiar with these emergency/safety procedures. On form?

Security / Safety

The church is not responsible for the loss or damage of any personal items. A lost and found bin is located by the church mailboxes, and inquiries about lost items may be made at the church office.

- User groups are charged with the responsibility for closing windows and turning off all lights in rooms used.
- Any equipment/furniture must be used in the rooms it is located.
- Occupancy loads must be respected by all users:

Sanctuary	Maximum Total Load- fixed seating 300 persons
Main floor- fixed seating	Maximum 261 persons
Balcony – fixed seating	Maximum 160 persons
Choir Loft – fixed seating	Maximum 64 persons
Auditorium/Gym	
Standing	Maximum 300 persons
Non-Fixed seats	Maximum 282 persons
Non-fixed seats and tables	Maximum 222 Persons
Meeting Rooms/Lounges	
Non -Fixed Seating	Maximum 25 persons

PROCEDURE AND GUIDELINES AGREEMENT

I, _____ have read and understand the procedures and guidelines listed in Sections 1 through 9 of this **Facility Usage & Guidelines For NUMC**. I further accept and agree as follows:

1. I and my organization agree to the rental/custodian/personnel fees as per the current NUMC Facility Rental Request Form of _\$ _____

(please circle) Yes No

2. A **Certificate of Liability Insurance** will be provided prior to the first date of use at NIAGARA UNITED MENNONITE CHURCH.

3. A Signed **Release and Indemnity Form** will be provided prior to the first date of use at NIAGARA UNITED MENNONITE CHURCH.

4. There will be no alcohol, smoking, vaping or illegal drugs in the building or on the premises of Niagara United Mennonite Church.

5. I and my organization will assume all responsibility for damage which occurs during the event to the building and the property of Niagara United Mennonite Church.

6. Payment will be delivered to Niagara United Mennonite Church Office prior to usage.

Name of Lessee: _____
(please print)

Signature

Date

Position with Organization

RELEASE and INDEMNITY FORM

The undersigned, for good and valuable consideration, hereby remises, releases, forever discharges and agrees to indemnify NIAGARA UNITED MENNONITE CHURCH, and each of their agents, employees and leaders, as the case may be of and from any and all actions, suits duties, losses, damages, claims and demands whatsoever which the undersigned has or hereafter can, shall or may have for or by reason of or in any way arising out of any and all the activities undertaken with respect to or in connection with the rental/lease of the lands and premises municipally known as 1775 Niagara Stone Road, Niagara-on-the-Lake, Ontario (the "Property") including, without limitation, traveling to and from the Property regardless of whether any such actions, causes of actions, suits, duties, loses, damages, claims or demands arise out of any negligence or alleged negligence. The undersigned fully understands the terms of this RELEASE and knowingly and voluntarily agrees to the terms hereof. Not signing this form in its original format will render the tenancy/leases agreement null and void and will disentitle the undersigned, their agents, employees and leaders to have access to the Property.

Name of Lessee: _____
(please print)

Signature

Date

Position with Organization

Per: I have authority to bind the Lessee

Name: _____
(please print)

Title: _____

Signature

Date

NUMC Kitchen Usage Checklist

Revised August 10, 2022

When you are using the kitchen please go through the following checklist:

- 30 minutes prior to volunteers or guests arriving, opened the kitchen doors and windows.
- Turn on the exhaust fan over the oven to ventilate the kitchen.
- Ovens check ALL THREE that the elements are turned off.
- Fridge – everything that belongs to you should be removed.
Do not leave open containers, leftovers, condiments or milk for others.
- Used kitchen linens, tea towels and wash will be taken home to be laundered, ironed if needed, and return promptly back to the kitchen.
- Dish washer is turned OFF at the control unit AND 2 places on the wall.
- Dishwasher once turned off, has been drained.
- All garbage, recycling and compost are appropriately bagged and put outside in the covered bins. Beige wood for bagged garbage (black), cardboard (Clear) and recycling (clear). Green bin with compost bag for food compost (use large bags) and coffee grounds (use small bags).
- All counter surfaces have been wiped clean.
- All counter surfaces have been sprayed with provided sanitizer and left to air dry.
- Lights and fans are turned off and windows closed in spaces you used (gym and kitchen)
- If other spaces have been used (i.e. Sunday School area, youth room, nursery) someone has tidied up these spaces.
- Kitchen doors were locked as you left the building.

Maintenance Issues:

- Any maintenance issues have been immediately reported to the church office and or custodian.

Water Disruption:

- There were no issues with the supply of potable water. If any issues did happen, they were reported immediately and the event was cancelled.

Safe Food Handling Binder (white binder):

- I and other volunteers working in the kitchen have read and understood the information provided in the “Safe Food Handling” practices as laid out in the white binder on the kitchen counter.

Orange Tab- Four Principles of Safe Food

Blue Tab - Last Food Safety Inspection Report

Yellow Tab - H.A.C.C.P (Hazard Analysis Critical Control Point)

White Tab – Proper Food Safety and Procedures for Potlucks and Picnics

(Signature)

(Date of Function)

(Printed Name)

Please check the boxes as applicable to your function. Return the signed sheet to the church office.

Examples of Church Ministries, Associated Uses and Rentals on the NIAGARA UNITED MENNONITE CHURCH premises:

NIAGARA UNITED MENNONITE CHURCH Ministries	Associated Uses	Rentals
Principle: These following uses clearly flow out of our vision to make known the greatness of God and are considered ministries of NIAGARA UNITED MENNONITE CHURCH	These uses are generally considered to be private and/or personal use of the facilities, including by those who are members of NIAGARA UNITED MENNONITE CHURCH	For other churches, Not-For-Profit Organizations, community organizations or individuals.
No rental fees. Covered by NIAGARA UNITED MENNONITE CHURCH insurance polices No other forms required.	Rental Fees apply. Proof of Insurance required. Rental Contract required. Release Form required.	Rental Fees apply. Proof of Insurance required. Rental Contract required. Release Form required.
Worship services Children’s ministries Youth Ministries Adult ministries Prayer ministries Outreach ministries organized & supervised by NIAGARA UNITED MENNONITE CHURCH NOTE: Church Ministries also includes: Weddings if officiated by licensed ministers of NIAGARA UNITED MENNONITE CHURCH Funerals “if” officiated by licensed ministers of NIAGARA UNITED MENNONITE CHURCH	Weddings Receptions Private Family gatherings, showers, anniversaries or birthdays Weddings or Funerals not officiated by an NUMC licensed Minister or Lay Pastor.	Other Churches Other Charities/Non-Profits Home and School Groups Community groups such as: <ul style="list-style-type: none"> • Weight Watchers • Recovery groups (eg. AA) • Choirs • Elections • Music Recitals • Support groups

Note: We do not rent for Commercial or For Profit Organizations.