

RENTALS FORM ONE

Mapleview Community Church



To help us process your rental request please complete all of the fields on the form below.
To complete a printable PDF of this form please visit mapleview.church/rentals.

Event Organizer's Name

Event Organization (if applicable)

Event Organizer's Phone (Cell Preferred)

Event Organizer's Email

Event Name/Title

Event Description

(What is the event for, what will happen?)

to

Event Date & Time (MM/DD/YY TIME)

to

Set Up/Tear Down Date & Time (MM/DD/YY TIME)

See reverse for venue & service options.

Venue(s) Requested:

Custodial Needs:

Audio/Visual Needs:

Other Needs:

OFFICE USE ONLY

Date Received

COMPLETED & SENT FORM TWO

Date Completed & Sent



VENUES

THE WORSHIP ARENA

Daily Rate: \$1500/day

The 650 seat Worship Arena is perfect for concerts, large seminars, trade shows and more. It has state of the art audio/visual systems and if needed it can have the chairs removed to accommodate events not needing seating.

THE LOFT

Daily Rate: \$200/day

The Loft can accommodate groups up to 75 and is great for smaller meetings and seminars. This venue has complete audio/visual systems.

THE SUMMIT

Daily Rate: \$250/day

The Summit can seat up to 120 and is perfect for smaller meetings, concerts and seminars. This venue has complete audio/visual systems, stage, and can have the seating removed if needed.

THE FIRESIDE ROOM

Daily Rate: \$200/day

The Fireside room, complete with fireplace, seats 30-50. This is an intimate space perfect for smaller meetings. This venue has a wall mounted flat screen TV with DVD player and HDMI plug in.

THE ATRIUM & THIRD CUP

Daily Rate: \$250/day

The Atrium is the hub that connects all of the various venues at the Mapleview Campus. It is bright and open and can accommodate everything from dinners to galas.

SOCCER PITCH & GROUNDS

Daily Rate: \$250/day

Mapleview has a full sized professional grade soccer pitch as well as a number of beautiful outdoor venues including beach volleyball pit, basketball nets and more.

OPTIONS & FEES

CUSTODIAL

\$35/hour/worker

Most rentals and events require Mapleview to hire in extra custodial workers. Depending on the nature of your event we will consult our building manager on how many workers we will require and how many hours they will be needed for.

PRO PRESENTER OPERATOR

\$35/hour

If you rent the Worship Arena and require the use of our production studio to project onto the screens, we can hire in a technician for you.

SOUND ENGINEER

\$75/hour

If you are using A/V in the Worship Arena or if you require a Sound Engineer for other venues we can hire in a technician for you. PLEASE NOTE: An authorized technician is required for many rental situations.

LIVE STREAM DIRECTOR

\$75/hour

If you are using our Live Stream Services you will require a director and minimum one camera operator. NOTE: Live Stream Fee of \$100 will also apply.

PROJECTION

Flat Rate: \$150

If you are plugging your own computer into our projection system in The Worship Arena, Summit or Loft, we charge a flat rate for the use of our equipment.

CAMERA OPERATORS

\$35/hour

If you are recording or live streaming your event, you will require at least one Camera Operator. NOTE: Recording Fee of \$100 will also apply if recording your event.

Minimum 3 hrs

RENTALS FORM TWO

Mapleview Community Church



Please review the following details for your upcoming rental, fill in your insurance details, read over our waiver, print (if applicable) and sign. Please return to Mapleview Community Church Office along with your deposit cheque and proof of insurance.

Event Organizer's Name

Event Organizer's Phone

Mapleview Point Person Name

Mapleview Point Person Phone

Event Name/Title

_____ **to** _____
Event Date & Times (MM/DD/YY TIME)

_____ **to** _____
Arrival & Departure Dates & Times (MM/DD/YY TIME)

Venue(s) Needed: (Including Arrival/Departure Times of Staff)

Audio/Visual Needs: (Including Arrival/Departure Times of Staff)

Custodial Needs: (Including Arrival/Departure Times or Staff)

Other Needs:

RENTAL COSTS:

venue(s):

The Worship Arena	\$ _____
The Atrium	\$ _____
The Summit	\$ _____
The Loft	\$ _____
The Fireside Room	\$ _____
Grounds/Soccer Pitch	\$ _____
Kitchen	\$ _____
Osborne's Coffee Co.	\$ _____
The Yellow Room	\$ _____
_____	\$ _____

Venues Total: \$ _____

Production:

Sound Engineer	\$ _____
Projection Fee	\$ _____
ProPresenter Op	\$ _____
Live Stream Fee	\$ _____
Live Stream Director	\$ _____
Camera Operators*	\$ _____
Lighting	\$ _____
_____	\$ _____

Custodial: \$ _____

Custodial Fees	\$ _____
Custodial Staff Charge	\$ _____
_____	\$ _____

Other:

Tables (square)	\$ _____
Tables (rectangle)	\$ _____
Chairs	\$ _____
_____	\$ _____

Sub-Total: \$ _____

TOTAL: \$ _____

DEPOSIT: \$ _____

RENTALS FORM TWO - WAIVER



GENERAL ADMINISTRATIVE REQUIREMENTS

1. Mapleview Community Campus (MCC) endorses and encourages the community's participation in the use of its facilities and resources. Community based groups may use MCC through the use of rental contracts provided its normal operation and the requirements of various system groups are not interrupted.

2. All applications and questions regarding rental contracts or use of MCC should be directed to the office at 300 Mapleview Drive West, Barrie, ON Bus: 705-735-6423 Fax: 1-866-763-7167

3. The application forms will include a choice of MCC facilities, dates, times, resources and manpower.

INCOMPLETE FORMS WILL NOT BE PROCESSED.

4. All applications must be received by the office a minimum of 20 working days prior to the event and be accompanied with the appropriate deposit fee, unless other arrangements have been made with the MCC office.

5. Rental contracts will not be processed prior to one year before event date.

6. The applicant shall be responsible for determining that the facilities are fit, safe and suitable for their permitted activity.

RESTRICTIONS ON CONTRACT HOLDERS

7. No contract will be granted unless signed by an individual of 18 years of age or older and an individual of 18 years of age or older will be in attendance for the duration of the rental contract.

8. The contract holder shall be responsible for the conduct and supervision of all persons admitted into the MCC from the user group, and will ensure all requirements of the rental contract are met.

9. Subletting of space by the contract holder is not permitted.

10. Transferring of space by the contract holder is not permitted.

11. Contract holders must familiarize themselves with all emergency exits. User groups are not to obstruct aisles, hallways, or exits.

12. Smoking on the MCC property is restricted to designated areas outdoors only under the smoke free act Legislation 9(1),(2),(3).

13. The consumption and/or sale of alcoholic beverages on MCC premises are strictly prohibited.

14. The contract holder requires approval from the Office for permission to allow food, beverages or specified animals on MCC property.

15. The contract holder will ensure that all activities adhere to prevailing by-laws and that all necessary licenses, permits, etc. are obtained.

16. The society of Composers, Authors, and Music Publishers of Canada (SOCAN) is the Canadian copyright collective for the public performance of musical works. They administer the performing rights of composers, lyricists, songwriters, and their publishers and those of affiliated international societies by licensing the use of their music in Canada. The contract holder will ensure that all events will have the appropriate fees paid to SOCAN. MCC does not take any responsibility in paying SOCAN fees.

17. All specialized electrical requirements must be approved by the Facility Director (Craig Head). Additional Fees may apply.

18. The contract holder is responsible for ensuring the MCC property is vacated promptly at the time specified on their rental contract or they will be charged for additional custodial time.

19. The contract holder will be responsible for all charges incurred by MCC as a result of improper use of fire or security alarms.

20. The custodian is not authorized to permit the use of any room or equipment other than that indicated on the rental contract.

21. The rental contract holder will confine their activity to the designated facilities as indicated on the contract, and associated corridors / washrooms.

22. Failure or refusal by the contract holder/ user group to adhere to the rental contract regulations may result in cancellation and refusal to grant any further rental contracts for the use of MCC facilities.

23. MCC has the first right of refusal to sell concession stand products.

DAMAGES

24. MCC reserves the right to inspect and control all private functions held on MCC property. Liability for damages to the premises will be charged at Replacement Value of equipment, or repair costs where necessary. MCC can not assume responsibility for personal property or equipment brought into its facilities. Personal effects and equipment must be removed from the premises at the conclusion of the function.

AVAILABILITY OF MCC

25. MCC facilities will be available for community use subject to the following: Rental contracts are not available during scheduled Sunday services.

INSURANCE

26. All rental contract holders shall carry liability insurance of at least \$2 million and name the "Mapleview Community Church" as Additional Insured. An insurance certificate, proving compliance with this requirement shall be provided before the application is approved.

27. MCC will not be responsible for any personal injury, damage, loss or theft of clothing/equipment of the user group.

28. The contract holder shall be responsible to MCC for all damages to the buildings, equipment and/or grounds and shall indemnify MCC from any claim whatsoever by or in respect of any person or persons.

PAYMENT

29. An initial deposit of 50% is required to hold any event or specific date. The contract itself is the invoice. The fee (including the insurance fee if applicable) must be paid in full at least 10 working days prior to the event. Payment may be made by Money Order, Certified Cheque, cash, or cheque payable to Mapleview Community Church.

30. Applicants are required to pay the applicable fees for any time that exceeds the information stated on the rental contract. Additional custodial fees will be levied if additional cleaning is required after the event. Additional fees for tables & chairs not stated on the contract may apply if used. These charges may be invoiced after the event.

CANCELLATION/AMENDMENTS

31. The Office must be notified of cancellations and/or changes as soon as possible. Failure to advise the office will necessitate partial charges for the rental facility. Three alterations per rental contract will be accommodated, after which the contract will be cancelled and a new rental contract application will be necessary.

32. MCC maintains the right to cancel or alter any rental contract and will provide 10 days notification. In the unlikely circumstance that this would happen, the deposit, in full would be returned to Rental Holder.

33. The rental contract holder has no claim to compensation from MCC for any loss, damages or expense resulting from such cancellation.

INCLEMENT WEATHER

34. Rental contracts will be invalid during the days when MCC is closed due to inclement weather. Refunds or rescheduling of canceled events will be reviewed.

NON-USE OF FACILITY

35. Failure to notify the Office of your decision not to use the facilities will result in partial charges for the facility ie equipment charges, if applicable, custodial fees, if applicable, as well as an additional "Non-use of a booked facility" fee ("no-show" fee).

PARKING

36. Parking is only permitted in designated areas. Fire Routes and driveways should not be blocked. Failure to comply may result in ticketing and/or towing.

FIELDS

37. Fields will be considered unplayable if the following conditions exist: Ponding of water on the surface of the field; Water sponging up around one's feet when walking on the field/diamond. Weather conditions-lightning, thunderstorms.

38. User groups ignoring the unplayable

conditions: Will be required to pay for all damages to the field where deemed responsible; Could be held responsible for accidents, injuries incurred because of unsafe conditions; May have their contract suspended, or revoked for any future use of a field.

MORAL AND SPIRITUAL STANDARDS

The Mapleview Community Church (MCC) vision has always been about adding value to all those within the community ever since its inception in September of 1997. The Mapleview Community Church Campus backed up with its state of the art infrastructure can assist and compliment the goals of almost all local businesses. This has also included the strategic partnerships with surrounding organizations. Our vision has attempted in assisting local business in forming competitive advantages in attracting customers and families to their products and services. We believe that MCC is an innovative faith based initiative in our community that we hope will bless you.

However, it is still important for all those entering into a rental agreement with Mapleview Community Church that we are a Christian biblical based driven church facility. Our desire is to follow to the best of our abilities the biblical patterns and guidelines for living out the core of our values and beliefs.

We cordially ask of all persons, organizations and parties renting our facility to be sensitive to:

1. Following Biblically based patterns of observance in Cultural and Societal Standards. Romans 13:1 Everyone must submit himself to the governing authorities...

No Drug or Alcohol use permitted in or on MCC campus or any promotion/selling of any other type of legally banned substances and or paraphernalia. City ordinances are all to be strictly adhered to and all questionable activities that fall into gray areas are subject to final approval from Church Leadership

2. Following Biblically based Moral and Ethical Conduct. 1 Thessalonians 4:3 It is God's will that you should ...avoid sexual immorality;

Our desire is to follow biblical principles of truth and morality. It is not our intention to judge or condemn but to uphold long held biblical beliefs that reflect our church body's pursuit of Christian lifestyle, as governed by our General constitution and by laws.

3. Following Biblically based patterns in the area of Spiritual Directive Exodus 20: 3 "You shall have no other gods before me.

Mapleview Community Church reserves the right to deny anyone or any organization openly participating in occult practices, the use of space, promotion or the selling of any wares on our church campus. This would also include world religions that are in opposition to upheld biblical standards of truth.

We thank all of our partners for their understanding and sensitivity in these areas.

I have read the above waiver, understand its Stipulations and agree to them by signing below.

Event Organizer Name

Event Organizer Signature

Insurance Company

Named as Insured

Policy No.:

Amount

OFFICE USE ONLY

Waiver
 Insurance Certificate

Deposit
 SENT OUT FORM THREE

Mapleview Signature

RENTALS FORM THREE

Mapleview Community Church



Please review the following details for this upcoming rental. Please fill out the names of any hired workers and notify Craig Head & Jody Davis as soon as arrangements have been made.

Event Organizer's Name

Event Organizer's Phone

Event Name/Title

_____ to _____
Event Date & Times (MM/DD/YY TIME)

_____ to _____
Arrival & Departure Dates & Times (MM/DD/YY TIME)

Venue(s) Needed: (Including Arrival/Departure Times of Staff)

Audio/Visual Needs: (Including Arrival/Departure Times of Staff)

Custodial Needs: (Including Arrival/Departure Times of Staff)

Other Needs:

RENTAL COSTS:

*Total amount to be divided between required staff

Venue(s):

Venue Charges: \$ _____

Audio:

Sound Eng. Charge \$ _____

Sound Eng. # of Hours Hours: _____

Sound Eng. Name _____

Video:

Projection Fee (Flat Rate) \$ _____

Live Stream Fee (Flat Rate) \$ _____

_____ \$ _____

ProP Op Charge \$ _____

ProP Op # of Hours Hours: _____

ProP Op Name _____

Live Stream Op Charge \$ _____

Live Stream Op # of Hours Hours: _____

Live Stream Op Name _____

Camera Op(s) Charge* \$ _____

Camera Op(s) # of Hours* Hours: _____

Camera Op 1 Name _____

Camera Op 2 Name _____

Camera Op 3 Name _____

Custodial:

Custodial Fees: \$ _____

Custodial Staff Charge* \$ _____

Custodial # of Hours* Hours: _____

Custodian 1: _____

Custodian 2: _____

Custodian 3: _____

Custodian 4: _____

_____ \$ _____

_____ \$ _____

Other:

_____ \$ _____

_____ \$ _____

TOTAL CHARGE: \$ _____



The following is the standardized response of Mapleview Community Church to rental requests from anyone looking to rent any venue at the Mapleview Community Church Campus.

REQUESTS:

When you receive a phone call, email or in person request, first kindly direct them to <http://mapleview.church/rentals> where they can access the latest details on available venues, costs, services and fees.

- If the renter does not have access to the internet, please instruct them to pick up a physical "Form One" here in the Mapleview Office. A stack of forms should always be available at the reception desk. If there are no forms please inform Michael Fess immediately.
- DO NOT make arrangements on your own with any individuals looking to rent our facilities. All requests, internal or external, big or small should be arranged through Craig Head.

FORM ONE:

This website/printed form lays out all of the required information renters would need to begin the rental process.

- Printed Form users can simply complete the form and drop it off at the office. Any completed forms delivered to the church should immediately be put on the desk of Craig Head.
- Website users can submit their request via an online web form that sends a plain text email to Craig Head.

DISCUSSION & CORRESPONDENCE:

Craig Head will be in touch with the Event Organizer to discuss specific details on needs, fees, deposit, insurance, etc. This is where Craig will determine the very specific details of the rental and put those details into a Form Two.

FORM TWO:

Craig Head will review all Form Ones, and transfer the details over to a Form Two. This PDF will be either emailed or mailed to the Event Organizer. This PDF is the official waiver that the renting party MUST sign to secure their rental. This PDF includes:

- All agreed upon rental details (venues, times, dates, set-up, custodial, A/V).
- A break down of costs.
- A deposit amount agreed on between Craig Head and the Event Organizer.
- A fillable area for renter to add their insurance details.
- Waiver.
- Area for Event Organizer's Name, Signature & Date.

WAIVER, INSURANCE & DEPOSIT:

- The Event Organizer will print the PDF if emailed.
- The Event Organizer will sign the waiver.
- The Event Organizer will return their Form Two to the offices of Mapleview Community Church along with their deposit cheque and insurance certificate.

FORM THREE:

Once all required items have been received Craig Head will then complete a Form Three. This form is for internal purposes and includes:

- Event Name.
- Event Organizer Name with Contact Info.
- Event Date & Time.
- Set Up and Tear Down Date & Time.
- All custodial needs.
- All AV needs.
- All other/miscellaneous needs.
- Lines for department coordinators to put the names of the staff secured for the event.
- The final amount for the finance office to bill the renting party.

REVIEW:

Craig Head will review all open Form Threes weekly at our staff meeting.