



Jordan Station United Church

The United Church of Canada



Office Space Rental Policy & Fees JANUARY 2023

Our Office Space is a clean, bright space for your business use.

Office:

- Size: 8' x 12'
- Includes free wifi, utilities, small desk and office chair, built in shelving/storage space.

Hourly rate	\$15
Hourly rate for multiple use (4 x per month)	\$10
Includes cleaning/sanitizing, use of washroom, and garbage/recycling disposal.	

Rental Notes:

1. Church facilities are available between 9:00 am and 10:00 pm only.
2. A Rental Request and Agreement Form must be completed and signed.
3. Final decisions will rest with the Trustees board of Jordan Station United Church absolutely.
4. Any existing agreements may be amended at the discretion of the Trustees.
5. A Liability Insurance Certificate identifying Jordan Station United Church is required by the Renter and must be provided 7 days in advance of the function.
6. A refundable rental/damage/cleanup deposit of \$100 is required in advance.
7. If opening and closing is required, a \$25 fee must be paid to the volunteer doing so.
8. If a key is needed for multiple-use purposes, a \$50 cheque will be held by the Church Office, to be returned to the issuer when key is returned. Key-issued Form must be completed.
9. Set-up and take-down of tables, chairs, and/or other equipment is the renter's responsibility.
 - The time for set-up and take-down is to be included in the rental time period (i.e. if an event is 1 hour but it takes ½ hour for set up and ½ hour for takedown, then the rental period is 2 hours)

Please note that the revenue Canada Act, under the Tax Treatment of Public Charities, section 02.184 demands that Jordan Station United Church, as a registered charity, require members and contributors pay the same honoraria, charges and fees as non-members and non-contributors, in order to retain Registered status as a Charity.

Fees for non-profit organizations may be altered or waived at the discretion of the Trustee Board of Jordan Station United Church. Each request for such will be considered on an individual basis and is not to be deemed precedent setting.