



# Jordan Station United Church

The United Church of Canada



## General Rental Information

**JANUARY 2023**

We have multiple spaces in our Church available for rent. Our facility is fully wheelchair accessible with ramps and an elevator and use of all washrooms is included. See below for a brief outline of each space, then refer to the individual spaces Rental Policy for detailed information and fee structure.

### **Getting Started**

If you would like to rent any space at Jordan Station United Church the first step is to contact the Church Office at 905-562-4454, or by email at [admin@jordanstationunitedchurch.org](mailto:admin@jordanstationunitedchurch.org). When you first speak to the Office Administrator, any questions you may have about our facility can be answered and the date / availability will be discussed.

All requests from organizations and individuals to use the Sanctuary require approval from the Trustee Board of Jordan Station United Church.

### **Rental Spaces:**

#### **Auditorium / Gymnasium (with full stage)**

Our auditorium / gymnasium is large and very bright with natural daylight and commercial lighting. The full stage is raised and has functioning curtain and spot lighting.

- Size: 40' x 40'

Chairs – Seating available for 150 people

Tables – 30 rectangular dining tables available for use

#### **Sanctuary:**

Our Sanctuary offers a bright, welcoming intimate space for your fundraising event. With beautiful stained glass windows and historical charm it is the perfect setting for your extra special event. Full sound system and screen for multimedia presentation available (see Policy for use restrictions).

Pews – Seating available for 140 people

#### **Commercial Kitchen:**

Our Commercial Kitchen is equipped with stainless steel countertops, 4 – electric range/stoves, 2 microwaves, 2 - triple sinks, a freezer, 2 - full size refrigerators and an industrial dishwasher.

- Size: 15' x 30'
- Annually inspected by Niagara Region Public Health

**Board Room:**

- Size: 15' x 22'
- Space for up to 6 – 5 ft tables; seating for 30 people

**Office:**

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

**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. No serving of alcohol, including beer and wine, is permitted on the premises, with the exception of a Private Event with invited guests only. Alcohol cannot be sold for profit.
  - 5a) All occasions where alcohol is being served must follow Provincial legislation. A Special Occasion Permit (SOP) is required and must be obtained by the organizer of the event who must be on-site for the duration of the event. The permit holder must be knowledgeable of, and adhere to, all regulations within the application for a SOP. A signed copy of the SOP must remain at the Church office when the Rental Agreement is signed.
  - 5b) An Insurance Certificate (Hold Harmless Agreement) is required for all functions where alcohol is being served. Must be provided 10 days in advance of the function.
  - 5c) Alcohol service must finish one hour before the event ends.
  - 5d) Only volunteers who hold a Smart Serve Certificate are permitted to serve alcohol.
  - 5e) SOP and proof of purchase must be available during the event.
6. The Rental requestor must be on site for the duration of the event.
7. 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.
8. A refundable rental/damage/cleanup deposit of \$100 is required in advance.
9. If opening and closing is required, a \$25 fee must be paid to the volunteer doing so.
10. 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.

11. 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)
12. The Special Events Committee may be able to provide light refreshments. Contact the Church Office at 905-562-4454 or [admin@jordanstationunitedchurch.org](mailto:admin@jordanstationunitedchurch.org).

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.