

Application for FACILITY RENTALS

11525 – 23 Avenue NW, Edmonton, AB T6J 4T3
Phone: (780) 431-5208
Email: jsthandkiya@kairos.edu

APPLICATION DATE: _____

Carefully read the “**Conditions of Use**” on page 2 of this form, and then complete **the application** in detail. Return the completed **application (including the signed “Agreement with the Conditions of Use”** on page 3) to our office together with a \$200 damage deposit to confirm your booking.

CONTACT PERSON _____ Day Phone (_____) _____

E-mail: _____ Cell: (_____) _____

COMPANY NAME, if applicable (for accounting purposes).

Street Address: _____ City: _____ Prov. _____ PC _____

BOOKING INFORMATION

Type of event: _____ Number of people expected: _____

DATE(s) of event: _____

TIME (access to facility): _____ A.M. P.M. . (*circle one*)

NOTE: Be specific in giving the time to access the building and ensure someone will be here at that time. Security will come to open the doors just prior to your given time and will lock the doors if no one shows within 15 minutes from said time. If he is called after the 15 minutes, you will be charged an extra **\$50**.

TIME (vacating facility): _____ A.M. P.M. (*circle one*) Be specific as to the end time as well (**NOTE:** all functions need to end no later than 9:30 p.m. and everyone should be out of the building by 10 p.m. at the latest ...*otherwise a **\$100** fine will be deducted from your damage deposit. Note: due to current staffing levels there will be no Saturday evening or Sunday rentals at all.

Please check appropriate box(es):

Room(s): STENCEL (Theatre) HALL (capacity 212) COMMONS AREA (capacity 60)

Classroom 1 (capacity 50) Classroom 2 (capacity 30) Conference Room (capacity 12)

Refreshments to be served **yes** **no** Catered Meal Event **yes** **no** (will be set-up and extra cleaning charge)

IT Equipment: Renters need to bring their own laptop computer which has a HDMI port.

SOUND System (Basic) **yes** **no** Number needed: Microphones _____ (3 max: 1 hand-held, 2 on stands); Music stands _____

SPECIAL INSTRUCTIONS / NOTES re Set up, etc.

Taylor College & Seminary
CONDITIONS OF USE

Taylor Seminary reserves the right to cancel the rental agreement if the Conditions of Use are breached.

- Deposit:** A **damage deposit** is required in the amount of **\$200**. The deposit is to accompany your application and will be refunded within two weeks after your event providing no damage occurred and no extra cleanup was needed. The deposit is only refundable with a 30-day notice of cancellation. Otherwise cancellations will be subject to a minimum \$50 (+GST) fee. A cancellation fee will not apply if rental is rescheduled within a 90 day period.

Method of Payment: ___ Cash ___ Cheque ___ Credit Card ___ Etransfer to: jacqueline.sthankiya@taylor-edu.ca

CreditCard:# _____ Exp.Date: _____ Signature: _____

- Payment of Invoice** is due two (2) weeks prior to event.
- At the end of your event, the condition of the facilities will be assessed and you will be responsible to pay for any damage which has occurred during your event (including whiteboard misuse—we ask that children **DO NOT** write/draw/scribble on the boards and that all markers are left alone). If there are costs incurred for extra clean-up that exceeds the normal clean-up anticipated for a function, the damage deposit will be withheld to cover our costs. This includes returning furniture to the normal arrangement if it has been moved and not put back. **NOTE:** Set up/take down of tables will be done by Taylor staff according to your instructions.
- Food events:** Taylor does not provide food services for functions held on campus. Outside catering meals are permitted with Taylor’s approval and in accordance with Alberta Health guidelines. **Please note: if a meal event is approved, clean up (including taking any excessive garbage out to the garbage bins, wiping tables, vacuuming) will be the responsibility of the renter. Please provide your own cutlery, dishes, and napkins.** Taylor Seminary supports an environmentally friendly approach and strongly encourages and expects all users will endeavor to recycle.
- Open flames are not permitted, only battery powered candles are to be used.
- Alcohol, smoking and the use of illicit drugs is prohibited everywhere on the Taylor property.
- Missing or damaged Taylor equipment (including sound system equipment) will be charged to you at replacement costs.
- DO NOT** put anything on the side wall cloth panels in Stencil Hall or on any walls or doors without permission from the Taylor General Office staff.
- All facility rentals must comply by providing and acknowledging the following. Acknowledge by initialing the boxes below.**
 - Certificate of Liability Insurance** naming Taylor College & Seminary as an additional insured.
This document must be on file two weeks prior to the event.
 - Facilities will be used at own risk of personal injury by the rental group and subject to all AB Health protocols.**
 - Taylor College & Seminary will be held harmless in the event of personal injury sustained during use of their facilities.**
- Taylor Seminary reserves the right to disallow the use of these facilities by individuals or groups who are not compatible with the values and purposes of Taylor Seminary. (Please see the North American Baptist Conference website for more detailed information on our values and purposes (www.nabconference.org/about-us/our-beliefs)).
- Viewing of facility and checking out sound system, etc. is **by appointment only**.

RENTAL COSTS are subject to GST. HALF DAY is up to 4 hours; FULL DAY is 5-8 hours. After 8 hours, extra \$100 charge per hour or part thereof. NOTE: due to current staffing levels there will be NO Saturday evening rentals at all.

Stencil Hall – theatre style seating for 222, stage, grand piano. Also may choose seating around tables (104 max) for an additional set-up/take-down charge of \$200 . <ul style="list-style-type: none"> Sound System – up to 3 mics 	\$400 – half day or evening \$575 – full day <ul style="list-style-type: none"> \$100 – per day or part thereof
COMMONS AREA alone (excludes kitchen) – for meal events, seminars, mtgs. (will seat up to 45 people – round tables) Note: catered meals only	\$225 – half day or evening \$325 – full day
Set up / take down -- Applies if normal set up needs changing in Commons area and Classrooms. Renters are not to move furniture. We will set up according to your needs.	\$100
Meal Event Additional Cleaning Fee – applies if a meal event is to take place in the Commons area or Classrooms in addition to set up / take down.	\$100
CLASSROOM 1 (capacity 50)	\$140 – half day or evening \$245 – full day
CLASSROOM 2 (capacity 30)	\$115 – half day or evening \$200 – full day
CONFERENCE ROOM (capacity 12) (Board room table)	\$90 – half day or evening \$120 – full day
BOARD ROOM (capacity 15) (Board room table located 2 nd floor, Benke Wing)	Note: Daytime rental only (M-F) \$200 – half day \$350 – full day
MULTI USAGE (Stencil Hall, Commons, C1, C2, CR, Kitchen)	\$900 – half day or evening \$1,500 – full day

AGREEMENT with the CONDITIONS OF USE

I, _____ (*print name*), have read

ALL of the Conditions of Use and will ensure that my group abides by them.

Signature

Date: _____