

#16B OPC ROOM/EQUIPMENT BOOKING - COMMUNITY REQUEST FORM
 (for private or public functions NOT hosted by Oakridge Presbyterian Church)
 - Revised January 2017

Organization: _____
Contact Name(s): _____
Address: _____
Phone: _____ **Email:** _____
 (Daytime) (Evening)

Date(s) Requested (Please note if weekly, monthly, 1st Monday of month etc.):

Time Requested: Setup from: _____ am/pm to: _____ am/pm
 Program from: _____ am/pm to: _____ am/pm
 Cleanup/Teardown from: _____ am/pm to: _____ am/pm

Purpose of Request: _____

Space(s) Requested:
 Oakridge Hall Upper Room North Foyer Atrium Narthex Library Sanctuary
 Upper Kitchen (requires training) Other Upper Level _____
 Room 3 Room 4 Small Hall Youth Room Nursery
 Friendship Hall Lower Kitchen (requires training) Other Lower Level _____

Number of Participants (please note there is a maximum capacities for each room): _____
 Number of Participants requiring assistance (in case of evacuation): _____
 Number of Children requiring childcare: _____
 Childcare to be provided by: _____

Setup (please use and attach floor plan to draw setup): To be done by: Group Custodian
 # of chairs: _____ Setup in rows Circle Other _____
 # of rectangular tables: _____ # of round tables: _____
 Audio/Video needs (may be cost to use): TV/DVD Projector Screen Microphones
 Overhead AV cart with boom box Other _____
 Music equipment needed (Please specify. Note, permission of Director of Music required) :

For Office Use Only

Rental Fee: \$ _____ **Dates Paid:** _____ **Receipt Issued:**
\$200.00 Damage/Cleaning Deposit Required (Refundable) Date Paid _____ **Receipt Issued:**
Other Fees: Facilitator \$ _____ Paid Custodial \$ _____ Paid
 A/V Support \$ _____ Paid A/V Equipment \$ _____ Paid
 Music \$ _____ Paid Other \$ _____ Paid

Confirmation sent to: _____ **Date:** _____

Facilities Request Process

In order to process your request for use of facilities expediently, we ask you to complete the *OPC Room/Equipment Booking – Community Request Form* and return it to: Room Booking Manager, Oakridge Presbyterian Church, 970 Oxford St. W., London, ON N6H 1V4. The greater the amount of lead-time, the greater the likelihood of us being able to make the necessary arrangements. The support personnel for special community events are arranged and contracted by OPC. Approval for any request is contingent upon their availability. They are available as a service and desire to provide access to the community when possible.

Each request will require that we be *able to provide all of the support items*. Should one or more not be available we will let you know that your request cannot be approved. Support items include:

- Availability of space
- Availability of tables, chairs, etc.
- Security/Event Facilitator
- Custodial availability
- Audio/Video Technician (if needed)
- Music (if needed)

Costs will be calculated as follows:

1. Rental (cheque payable to Oakridge Presbyterian Church) based on amount of facility used. Event bookings will be confirmed only when full payment is received.
2. Hourly charge for Security/Event Facilitator & Custodial (separate cheque payable to the individual or cash). They will be responsible to open and lock the facilities at the time agreed. In addition, they will be able to replenish such things as washroom supplies and provide access to necessary areas of the building. Responsibility for setup, tear down and clean up rests with the individual or group using the facilities, unless this is contracted separately with the Event Facilitator.
3. Music and Technical Support (as required – separate cheque or cash for each individual)
4. Cancellation Fee - Should a room need to be cancelled a \$25 Cancellation will apply if 1 week notice is not given.
5. Time Frames: Half Day – 4 hours for event including set up and take down, where applicable; Full Day – 8 Hours or more including set up and take down, where applicable

Use of Facilities Conditions of Rental

In order to make your event a success we appreciate your understanding of and cooperation with the following:

1. Permission to use the facility shall be limited to the purposes and spaces expressly stated in the applicant's Room/Equipment Booking - Community Request Form. Office and Daycare areas are completely off limits at all times.
2. The maximum number of persons using the facility must not exceed the approved capacity of the room.
3. Your group must provide a certificate of liability coverage, showing a minimum of \$2 million, naming Oakridge Presbyterian Church as additional insured. This certificate must be submitted to the Business Administrator at least 24 hours prior to your event.
4. You must make yourself aware of the location of all exits, fire extinguishers and telephones/emergency #s.
5. Vehicles must be parked in designated parking areas, not blocking fire lanes.
6. Alcoholic beverages of any kind are not permitted on church property.
7. Smoking is not allowed inside the building or within 9 meters of any entrance door.
8. No children under the age of 18 years are allowed unsupervised in areas of the building AT ANY TIME.
9. A meeting with the Operations Manager or Custodian must be arranged prior to the event for instructions regarding set up and tear down of tables, chairs and other cleaning concerns.
10. Supplies, materials and toys found in the space(s) you are using, are not to be used, moved or removed.
11. Leave the room the way you found it. Tables and chairs should be returned clean, to their original set-up.
12. Training on our kitchen equipment must be arranged prior to your event, if requesting use of the kitchen facilities. All external renters must have a valid copy of a Safe Food Handling Certificate to rent this space.
13. Wash and return all dishes used to appropriate areas, including coffee makers.
14. Remove all food items you brought from the fridge and freezer.
15. All garbage is to be bagged and tied and placed in the dumpster in the north west side of the parking lot.
16. Report any breakage/damage/problems to the office (519-471-2290 ext. 221) or Security/Event Facilitator.
17. Oakridge Presbyterian Church is a Leading With Care Facility. All those using our facilities must be cared for with Christian compassion and be safe.
18. Please be advised that in the event of a funeral, all other rentals for that time period will be cancelled. We make every effort, where possible, to provide advance notice to minimize inconvenience for our renters.

Liability Waiver

I, _____, the Applicant, acknowledge that I am 18 years of age or older, and have read the above information and the **attached Leading With Care Policies**. I agree that during the term of this rental, all members of our group will abide by and respect the stated conditions. I agree that Oakridge Presbyterian Church shall not be held responsible for personal injuries or property damage that the Applicant and any member of the Applicant's Organization may sustain or suffer by reason of the use of the accommodation.

I, _____, the Applicant, agree to pay for any costs in respect to noise by-law infraction, property damage or defacement of the property; including loss, damage or defacement of furnishings, and artworks installed on the premises and building grounds, arising out of or resulting from any activity during the use of the facility.

(signature)

(please print)

(date)

THE LEADING WITH CARE POLICY STATEMENT

“It is the policy of the Presbyterian Church in Canada that all persons, and in particular all children, youth and vulnerable adults, who participate in the denomination’s programs / ministries and / or use the denomination’s facilities will be cared for with Christian compassion and be safe.”

THE SEXUAL ABUSE AND HARASSMENT POLICY STATEMENT

“The Presbyterian Church in Canada is committed to being, in all its extended ministries, a safe place where persons are respected and the gifts of God are used responsibly. In response to the call to witness to the love of God in Jesus Christ, this denomination will make every effort to ensure that sexual abuse and harassment do not occur within its jurisdiction. When such abuse does occur, the denomination will make a clear and just response. It is the policy of The Presbyterian Church in Canada that sexual abuse or harassment of any kind by church leaders, staff or volunteers will not be tolerated.

The Policy of The Presbyterian Church in Canada for Dealing with Sexual Abuse and Harassment applies to all ministers, church leaders, staff, volunteers, sessions and congregations and other groups using church facilities. All allegations of sexual abuse or harassment will be taken seriously. Every allegation will be received, investigated and acted upon according to the terms of The Policy of The Presbyterian Church in Canada for Dealing with Sexual Abuse and Harassment”

THE COVENANT OF CARE FOR OAKRIDGE PRESBYTERIAN CHURCH

I promise in all my relationships with children/Youth/vulnerable adults, to follow appropriate action as defined in this document.

I promise to use only the physical contact that is deemed appropriate as defined in Leading With Care, A Policy for Ensuring a Climate of Safety for Children, Youth and Vulnerable Adults in The Presbyterian Church in Canada. (4.12.1)

4.12.1 PHYSICAL CONTACT

It is essential to be careful regarding behaviour, language and physical contact when working with children/youth/vulnerable adults:

- *Do not show favouritism when dealing with children/youth/vulnerable adults. Show a similar level of affection and kindness to all.*
- *Do not engage in or allow the telling of sexual jokes or behave in a way that promotes sexual exploitation of others.*
- *Provide clearly stated consequences for inappropriate behaviour. Stop inappropriate behaviour early. Be fair, consistent and reasonable, matching consequences to the age and ability of the child/youth.*
- *Do not use corporal punishment such as hitting, spanking or strapping.*

a. Appropriate and inappropriate touching

A touch can convey a multitude of positive messages and communicate care, comfort and love; however, it is important to distinguish between appropriate and inappropriate touching. It is also important to be aware of, and sensitive to, differences in interpretation to touching based on sex, culture or personal experience.

b. Dealing with a participant’s inappropriate behaviour

The best approach to dealing with inappropriate behaviour is thoughtful prevention. If a teacher/leader has prepared for teaching/leading, makes clear statements about expectations and provides an engaging program, inappropriate behaviour will be avoided or reduced.

I promise to use appropriate language.

I promise to show no bias based on gender, ethnic background, skin colour, intelligence, age, religion, sexual orientation or socio-economic status.

I promise that I will not harass others.

I promise to respect confidentiality and privacy, unless a child, youth or vulnerable adult is in danger, then I will report to a child protection agency or the police.