

ST. MATTHEW'S UNITED CHURCH
333 Crosby Ave., Richmond Hill, ON L4C 2R5

Conditions for Use of St. Matthew's United Church Facilities

1. The Organization is responsible for the action of their members while on church property and are liable for any damage or loss to church property.
2. Liability for personal injury caused intentionally or at the direction of the Organization is the responsibility of the Organization.
3. The Organization shall at its own expense, protect, save, reimburse and keep harmless St. Matthew's United Church its Trustees and Officers, Members and Employees, from and against any and all actions, claims, demands, liabilities, suits, judgments, losses, penalties, expenses, costs and damages, whether threatened or actual, resulting from the Organization's use of church premises or arising in any other way out of St. Matthew's United Church having granted the above described permission for use of the church facility.
4. Alcoholic beverages may not be served.
5. Smoking is not permitted in any area of the church building. If smoking outside, tobacco litter must be disposed of in fire-proof containers which the user provides and disposes of safely.
6. Litter and garbage to be placed in containers provided. Rooms and areas to be left in the condition as found.
7. The Organization leaders are to ensure security of the building when leaving, turn off interior lights, ensure windows are closed and locked; foyer and exit doors are closed and locked.
8. Entrance keys as issued to remain under control of Organization leaders. No copies of keys permitted. Lost keys should be reported to St. Matthew's United Church office immediately.
9. Fire safety measures are in effect, procedure as posted to be followed in the event of an emergency.
10. Materials and decorations are not to be mounted temporarily or permanently on the walls of any room. If desired the Organization may be assigned bulletin board space. Approval of the content of the displays will be made by the leader(s) of the Organization.
11. Goods or articles may be left on church premises only by prior arrangement and stored in assigned storage area. St. Matthew's is not responsible for any loss or damage.
12. The Organization acknowledges that they have received and read St. Matthew's Accessibility Policy and agree to conform with this policy in its activities within the church.

I/We have read and agree to abide by these conditions for the use of St. Matthew's United Church facilities.

ORGANIZATION

Date

Signature of Authorized Representative

Print Name of Authorized Representative