

2025

# RENTAL INFORMATION FOR MEMBERS



# SHILOH

Seventh-day Adventist Church



FROM PIECES TO PEACE

1090 BELLAMY RD N  
SCARBOROUGH, ON  
M1H 1H2

**Property Management**

**Hours of Operation**

Monday – Friday; 9:30 am – 3:30 pm

Alfred Knight, Property Manager	647-457-6675 <a href="mailto:shiloh.propertymgmt@gmail.com">shiloh.propertymgmt@gmail.com</a>
Charmin Buchanan	647-236-9581 <a href="mailto:shiloh.propertymgmt@gmail.com">shiloh.propertymgmt@gmail.com</a>
Natalie Downer	416-951-8312 <a href="mailto:shiloh.propertymgmt@gmail.com">shiloh.propertymgmt@gmail.com</a>

### **Building Use Approval Process**

The purpose of use including any event content must fall within the guidelines of the Seventh-day Adventist Organization principles, beliefs, and standards. Failure to comply will result in immediate termination of the program and default on deposit and or security deposit.

Rental of the facility will be limited to approved facility areas. Other areas in the building may be scheduled for other purposes at the same time.

### **Rental Request & Approval:**

- **Complete the Facilities Use Request Form to start the rental process and submit to a member of Property Management or email it to [shiloh.propertymgmt@gmail.com](mailto:shiloh.propertymgmt@gmail.com).**
- **The deposit (see facilities fee form) will be required to secure the facility. Shiloh S.D.A Church reserves the right to keep the deposit if there is breakage, damage, or failure to restore the building to its original condition.**
- **FINAL PAYMENT is due five (5) days before the event.**

Cheques are to be made payable to the Shiloh S.D.A. Church or e-transfers sent to [shiloh.giving@gmail.com](mailto:shiloh.giving@gmail.com) at the point of submitting the Facilities Request Form.

- 1) All Ministries/Departments of the Shiloh S.D.A. Church may have full use of the facilities, subject to available space, as determined by the church calendar.
- 2) Facilities Request Forms must be completed by the Ministry or Departmental Head and turned in to the Property Management Dept at [shiloh.propertymgmt@gmail.com](mailto:shiloh.propertymgmt@gmail.com) 45 days before the event. Some applications may need the approval of the Church Board depending on the activity, while others may be able to be added directly to the church calendar based on availability.
- 3) The Church Administrator reserves the right to move around meeting groups to other areas of the facilities based on the size of the group. This is done to utilize the available spaces to their best potential. Each Ministry or Department Head is accountable for maintaining a clean and safe environment. Failure to do so may result in the termination of a Ministry or Department's right to use the facilities.
- 4) Each Ministry or Ministry Department Head is responsible for leaving the area in the conditions in which it was found.
- 5) Each Ministry or Department Head is responsible for ensuring that the standards of the Shiloh S.D.A. Church are always maintained.
- 6) The Shiloh S.D.A. Church Board reserves the right to reinstate or rescind any department or group's rights to use its facilities.

- 7) Request for the set-up of tables and chairs, the use of audio-visual equipment, kitchen, eating and serving utensils, etc. must be clearly defined in the Facilities Request Form.
- 8) Set-up and takedown of furniture or equipment will only be done by the church staff. Building users are not to move furniture or equipment out of the designated areas. Failure to comply with this guideline may result in the loss of a partial or full amount of the security deposit.
- 9) Security deposits will be returned after a complete inventory and review of the area are taken and no damage or misuse is detected.
- 10) Any group using the facilities must arrange for access to the building at least 10 days before the event or can indicate such information on the Facilities Request Form.
- 11) The facility must be left ready for its next scheduled use. All garbage must be taken outside of the building and disposed of in the designated collection area.
- 12) The use of glue, nails, or tacks to attach decorations to the furniture, fixtures and walls is strictly forbidden.
- 13) All decorations should be removed directly after the event. Failure to do so may result in a deduction from the security deposit upon return or disposal of the decorations.
- 14) Decorations which need additional time for set-up and take-down must be indicated on the Facilities Request Form. This may result in additional fees to the agreement.
- 15) The usage of candles must be indicated in the Facilities Request Form.
- 16) The use of candles is allowed only if they are contained in a receptacle designed for them to prevent dripping on the carpet or floors.
- 17) A sample of the candle and container in the final presentation stage must be submitted to the Property Management Dept at least 10 days before the event for final approval.
- 18) Candles with large open flames are forbidden.
- 19) Church-owned musical instruments may be used only with the permission of the Director of Music and the Church Board.
- 20) When minors will be present on the property, the group must indicate so on the Facilities Request Form and provide a written plan on how minors will be supervised. All supervision must be consistent with the Shiloh S.D.A. Church Policy. Depending on the circumstance, the group may be asked to supply additional information, such as permission letters from parents/guardians, medical and insurance information, etc.
- 21) Ministries/Departments of the Shiloh S.D.A. Church may have full use of the kitchen once approved. Cooking or food preparation may be done but only under supervision by the Hospitality Department. If there is no supervision by the Hospitality Department, then cooking or food preparation is not allowed. The Hospitality

Department is responsible for the Kitchen. They are to be held accountable for all kitchen furniture, serving utensils, food, and maintenance of all kitchen equipment. The Hospitality Department must take an inventory before and after each activity and immediately report any discrepancy directly to Property Management Dept. Failure to do so will result in a deduction from the department's budget for the repair or replacement of missing or damaged items. The department's head may be called to meet with the Property Management Dept to explain the oversight.

- 22) Groups outside of the Shiloh S.D.A. Church may use the kitchen and its facilities once approved. However, NO COOKING of pork, shellfish or meat is allowed. Groups renting the fellowship hall may serve food that has been brought in by a caterer. All groups must provide their supplies and equipment such as cups, silverware, serving bowls, plates, etc.
- 23) All foods that are prepared or served in the facilities are to be within the guidelines set by the beliefs of the Seventh-day Adventist Organization.
- 24) Each group or organization must designate a representative who will consult with the Property Management Dept in advance of the event.
- 25) NO ALCOHOLIC BEVERAGES, ILLEGAL DRUGS OR SMOKING IS PERMITTED ON THE CHURCH FACILITIES OR ITS PREMISES.
- 26) Profanity is forbidden on the church property.
- 27) Aggression and ill-treatment towards Shiloh S.D.A. Church staff will not be tolerated. The Property Management Dept reserves the right to terminate the contract, immediately, if any of the above is displayed
- 28) Proper sportsmanship conduct is always expected when participating in any sporting program or activity. Failure to perform in this manner may result in prompt termination of the program and forfeiture of the security deposit
- 29) Basic clean-up, such as putting garbage in bins and otherwise leaving the room in the same condition as at the beginning of the event. Is the responsibility of each renter.
- 30) All groups are responsible for damages done to any church equipment or furniture. There will be a fee of \$25.00 per damage incident, in addition to the cost of repair or replacement by the church. These fees will be deducted from the security deposit fee. Items costing more than the security deposit will require the group representative to settle the account.

Description	Shiloh Members Only	Non Shiloh Members	Non Seventh-day Adventist	Notes
<b>Wedding</b>				
Sanctuary Only				5 Hours Inclusive of Rehearsals, Set-up/Take Down
Additional Hour				
Security Deposit				
<b>Funerals</b>				
Sanctuary Only				4 Hours Open to Close
Additional Hour				
Security Deposit				
<b>Fellowship Hall</b>				
Fellowship Hall				5 Hours Inclusive of Set-up/Take Down
Additional Hour				
Security Deposit				
<b>Class or Meeting Room</b>				
Per Class/Meeting Room				3 Hours Open to Close
Additional Hour				
Security Deposit				
<b>Parking Lot or Court</b>				
Outdoor Only Event				5 Hours Inclusive of Set-up/Take Down
Additional Hour				
Security Deposit				
<b>Additional Services</b>				
*Custodian				Per hour with a 3 hour minimum - Open to Close
Musician				Per hour with a 3 hour minimum - Open to Close
* Sound Technician				Per hour with a 3 hour minimum - Open to Close
Multimedia Presentation Tec				Per hour with a 3 hour minimum - Open to Close

**\* Is Mandatory. Crowd Size or type of event is a factor**

Payment is required at the time of approval of the Facilities Request.  
e-Transfer payment to [shiloh.giving@gmail.com](mailto:shiloh.giving@gmail.com) . To ensure payments are made to your event correctly, please include reason for payment (i.e. April 4, 2025, Event Rental Fee) in the note section of your eTransfer. You may also make payments by cheque to shiloh Seventh-Day Adventist Church.

All groups are responsible for damages done to any church equipment or furniture. There will be a fee of \$ 25.00 per incident, in addition to the cost of repair or replacement by the church. These fees will be deducted from the security deposit fee. If items cost more than the security deposit, the group representative will be expected to settle the account.

**FACILITIES USE REQUEST FORM**

The Shiloh S.D.A. Church Board reserves the right to make the final decision on the use of its facilities and property by any group. All applications must be submitted to the Property Management Dept at least 45 days prior to the event at which time it will be reviewed at the next scheduled Board Meeting.

Please check one:

Seventh-Day Adventist Group

Non-Seventh-day Adventist Group

Non-Shiloh Member

Group's Name: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Person's Phone # \_\_\_\_\_

**Contact Information:**

**Fees: For office use only. Please do not write in the box.**

Group's Name: \_\_\_\_\_

Sanctuary Only \$ \_\_\_\_\_

Renters Address: \_\_\_\_\_

Fellowship Hall Only \$ \_\_\_\_\_

Telephone: \_\_\_\_\_

Kitchen Only \$ \_\_\_\_\_

Email \_\_\_\_\_

Sanctuary, Kitchen, Fellowship Hall \$ \_\_\_\_\_

Sanctuary, Fellowship Hall \$ \_\_\_\_\_

Fellowship Hall, Kitchen \$ \_\_\_\_\_

**Request Information:**

Meeting Room \$ \_\_\_\_\_

Date(s) Requesting: \_\_\_\_\_

Office \$ \_\_\_\_\_

Hours Requesting: \_\_\_\_\_

Funeral \$ \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Wedding \$ \_\_\_\_\_

Set-up Time: \_\_\_\_\_

Parking Lot or Court \$ \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Musician(s) \_\_\_ X \$ 00.00 \$ \_\_\_\_\_

Number of Expected Guest: Adults \_\_\_\_\_ Children \_\_\_\_\_

\*Audio-Visual \_\_\_ X \$ 00.00 \$ \_\_\_\_\_

Facilities Requesting:

\*\*Plug in system \_\_\_ X \$ 00.00 \$ \_\_\_\_\_

Fellowship Hall (seats 100) Medium Room (seats 15)

\*Cleaning \_\_\_ X \$ 00.00 \$ \_\_\_\_\_

Kitchen Large Room (Seats 25)

Other: \_\_\_\_\_ \$ \_\_\_\_\_

Small Room (Seats 10) Office

Additional Hours \_\_\_ X \$ \_\_\_\_\_ \$ \_\_\_\_\_

**Set-up Request Information:**

Total Rental Fees \$ \_\_\_\_\_

Number of Tables: Rectangular (Seats 8-10) \_\_\_\_\_

Total Security Deposit \$ \_\_\_\_\_

Number of Chairs \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Will minors be attending? Use of Musicians (organ/piano/drums)

**\*\*\* Mandatory Depending on Event Type and Crowd Size**

Yes

Yes

No

No

I/We have agreed to abide by the rules and regulations as outlined for the use of the facilities.

\*I/We agree when using the facility that cleaning services is/are mandatory and an Audio-Visual Technician when using the sanctuary.

\_\_\_\_\_  
Renters Signature:

\_\_\_\_\_  
Date:

<b>For office use only. Please do not write in the box.</b>		
Approved _____	Denied _____	Date: _____
Reason: _____		
Payment Received Yes _____	No _____	Date: _____
Cheque # _____		
Name (please print) _____		
Signature: _____		

**FOR OFFICE USE ONLY**

Time Facility:    Open\_\_\_\_\_    Closed\_\_\_\_\_    Total Hrs: \_\_\_\_\_

Reason for additional time: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Inspection (After event): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## RENTAL AGREEMENT

Dated: \_\_\_\_\_ BETWEEN:

Shiloh Seventh-Day Adventist Church

1090 Bellamy Rd N  
Scarborough ON  
M1H 1H2

AND: \_\_\_\_\_  
Rental User

### WHEREAS

The Ontario Conference of Seventh-day Adventists is the registered owner of the lands, buildings, and facilities at 1090 Bellamy Rd N, Scarborough ON, M1H 1H2. Shiloh Seventh-Day Adventist Church operates the facilities for use by members of the church and for public ministry and community outreach to others who agree to abide by the terms of this agreement.

The parties agree as follows:

#### A. License

Shiloh Seventh-Day Adventist Church agrees to provide the rental user the rented portion of the facility and/or services and equipment for the function at the date and times set out in Schedule “B” Facilities Use Request Form. The rental user will have access to the relevant portion of the facility and/or related services and equipment at the rates identified in Schedule “A” Rates.

#### B. Booking Requirements and Charges

1. A refundable damage deposit of \$200 is required to secure the rental dates.
2. All advertisements and flyers using the name of the church must be approved by the property management department before distribution.
3. For single-event use, the full amount is due on or before the rental date. For recurring use, the full amount is due for each month by the 10th day of the following month.
4. To cancel the contract, a minimum of three days advance notice is required, or a \$50 booking fee will be deducted from the damage deposit.
5. If the rental user agrees to provide volunteer workers, and these workers do not fulfill their obligation to the extent that hired staff must fill in, the unexpected staffing costs will be deducted from the damage deposit.
6. If refreshments or a meal are required for an event, the rental user will be responsible for the full cost of the food and catering.

### **C. Terms and Conditions of Usage**

The following terms and conditions of usage apply to the rental user and all persons attending the function:

1. The rental user acknowledges that the facilities are religious facilities in support of the religious mission of the church. The rental user acknowledges that the Shiloh Seventh-Day Adventist Church operates the facilities primarily for use by members of the church and for others who agree to abide by the terms of this agreement and act by the lifestyle guidelines consistent with the church's religious beliefs.
2. Smoking, the consumption of alcohol, and the consumption of non-prescription drugs are prohibited on the church property. Rental users will not participate in gambling on the church property.
3. There is no obligation on the part of the Shiloh Seventh-Day Adventist Church to provide medical personnel or medical supplies. If any person attending a rental function has an accident, or medical emergency or requires medical attention of any kind, the renter will bear full responsibility for such event and its cause and consequences.
4. Shiloh Seventh-Day Adventist Church will not be responsible for any damages to or loss of property of the rental user or attendees.
5. Shiloh Seventh-Day Adventist Church will not be responsible for any injuries, including death that may be suffered by attendees, the rental user, or the rental user's representatives, arising out of the use of the premises or equipment.
6. Rental users will not bring any pets or domestic animals onto the premises unless it's a service animal
7. All members of the rental party must stay in the areas designated for the event.
8. Minors must be supervised at all times.
9. The kitchen facilities can only be used under the supervision of a designated kitchen supervisor with a food-safe certificate.
10. A designated security host may be provided for rental usage occurring outside regular working hours.
11. Specialized equipment such as lighting system, sound system, recording, video, and audio equipment, etc., may only be used by qualified and/or designated technicians of the Shiloh Seventh-Day Adventist Church.
12. Any relocation of equipment/furniture must be done in consultation with the property management department. The large instruments must not be moved.
13. If there is any damage to property and/or equipment incurred by rental users, the rental user will be held responsible. All breakages/damages must be reported to the office of property management. Some or all the damage deposit will be withheld if there is damage to the building or equipment.
14. The rental user is required to have comprehensive general liability insurance with coverage for any one occurrence or claim of not less than \$2,000,000.00. If requested by Shiloh Seventh-Day Adventist Church at any time before the function, the rental user will provide to the church evidence of one of the following: special event insurance or commercial liability insurance.

**E. Disclaimers**

1. Rental to any group does not mean that Shiloh Seventh-Day Adventist Church endorses the beliefs and practices of the rental group.
2. If the information provided in the rental agreement is discovered to be inaccurate, the event may be cancelled without notice, even if in progress, without a refund of fees.

SHILOH SEVENTH-DAY ADVENTIST CHURCH by its authorized signatory:

\_\_\_\_\_)  
Authorized Signatory )  
Date: \_\_\_\_\_)

RENTAL USER by its authorized signatory: )  
\_\_\_\_\_)  
Authorized Signatory) )  
Date: \_\_\_\_\_)