

2023

# RENTAL INFORMATION FOR NON-MEMBERS



# SHILOH

Seventh-day Adventist Church



FROM PIECES TO PEACE

1090 BELLAMY RD N  
SCARBOROUGH, ON  
M1H 1H2

**WELCOME.** Thank you for considering us for your next function. We hope to provide those who enter our church with friendly hospitality that will allow them to feel at home here. We only use our full capacity on Saturdays. The rest of the week we have space we are willing to rent.

**RENTAL RATES.** The Shiloh Seventh-day Adventist Church facility can be rented by families, organizations, businesses, and the government. Our rental rates reflect market rates because we are not permitted to use our non-profit status to compete with local businesses.

**STAFFING.** We can accommodate evening and weekend bookings by providing an event host for your event. When you rent our kitchen, you can bring your food or hire a caterer. We provide audio-visual technicians for the sanctuary. You are also welcome to bring your presentation on a memory stick or DVD, no later than the day before your event. Every meeting room has free Internet, and you are welcome to hook up your presentation equipment in the meeting rooms. Our custodian does the major set-up and take-down.

**CATERERS.** You are welcome to hire a caterer and use our kitchen. We provide a kitchen supervisor who knows where everything is and can help run the equipment safely. Let us know if you need extra staff in the kitchen to help make your event a success. We do not allow renters to cook pork, shellfish, or any other type of meat in our kitchen. However, renters are allowed to bring meat into the kitchen to be warmed for serving (Pork and shellfish excluded). We do not allow renters to use the kitchen to prepare food which will be sold off-site. Our kitchen is not licensed as a commercial kitchen that caterers can use to run a business.

**BOOKINGS.** We want to ensure that the events we book are consistent with our religious beliefs and are respectful of the neighbours in the surrounding of our church. We, therefore, retain the right to make bookings at our discretion. please ensure you have provided the signed agreement, and damage deposit and have received written confirmation of approval before you begin advertising your event.

We want our rental users to be protected in case of accidents, so we require rental users to have liability insurance. The options are 1) using your business insurance and adding our location as a second site, or 2) purchasing special event insurance. All bookings are done through our church property management department. If you intend to advertise a proposed event, please ensure you have secured the dates with us by providing a damage deposit before you begin the advertising.

## IMPORTANT NUMBERS

Property Management Dept

Created 20/01/2023

Rental Information Form (2)

Akeem Favorite, Property Manager

Ph: 416-729-7651

Email: [shiloh.propertymgmt@gmail.com](mailto:shiloh.propertymgmt@gmail.com)

Alfred Knight, Assistant Property Manager

Ph: 647-457-6675

Email: [shiloh.propertymgmt@gmail.com](mailto:shiloh.propertymgmt@gmail.com)

Kim Bharath, Administrative Assistant

Ph: 647-286-7209

Email: [shiloh.propertymgmt@gmail.com](mailto:shiloh.propertymgmt@gmail.com)

## Hours of Operation

Monday – Friday; 9:30 am – 3:30 pm

## Building Use Approval Process

Shiloh S.D.A. Church Board reserves the right to approve all weddings, banquets, meetings, funerals, gatherings, or assemblies on its property. Facilities will not be available for rental during scheduled programs of worship. Approval is based on the priority in which it is received, and the availability of space based on existing programs. All requests for usage should be made to the Property Management Dept no later than 45 days before the event with an Application for Usage Form. However, in emergency circumstances, Shiloh S.D.A. Church Board may override the 45-day rule, but a Facilities Request Form must be filled out. Events or programs outside of Shiloh S.D.A. Church will require a security deposit and a rental fee as shown in the Facilities Request Form.

Non-profit service organizations in the community, other groups or organizations may apply to use the facilities subject to availability. The usage must not conflict with the policies, beliefs, standards, and purpose of Shiloh S.D.A. Church. The Shiloh S.D.A. Church Board reserves the right to approve or decline any such request.

### 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) 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.
  - 2) 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.
  - 3) Security deposits will be returned after a complete inventory and review of the area are taken and no damage or misuse is detected.
  - 4) 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.
  - 5) 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.

- 6) The use of glue, nails, or tacks to attach decorations to the furniture, fixtures and walls is strictly forbidden.
- 7) 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.
- 8) 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.
- 9) The usage of candles must be indicated in the Facilities Request Form.
- 10) 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.
- 11) 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.
- 12) Candles with large open flames are forbidden.
- 13) Church-owned musical instruments may be used only with the permission of the Director of Music and the Church Board.
- 14) When minors will be present on the property, the Renter 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.
- 15) Renters may use the kitchen and its appliances for reheating or keeping food warm, once approved, Absolutely NO COOKING of pork, shellfish or meat of any kind is allowed on the premises. 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, warming plates, etc.
- 16) 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.
- 17) All Renters must designate a representative who will consult with the Property Management Dept in advance of the event.
- 18) NO ALCOHOLIC BEVERAGES, ILLEGAL DRUGS OR SMOKING IS PERMITTED ON THE CHURCH FACILITIES OR ITS PREMISES.
- 19) Profanity is forbidden on the church property.
- 20) 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

- 21) 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
- 22) It is the responsibility of each renter to keep approved areas clean and clear as stipulated by the Building Code of the City of Toronto.
- 23) Areas are to be kept and returned in the original condition as was received.
- 24) Furniture is to remain in the designated area.
- 25) Garbage is to be taken out to the designated area outside the building unless specified by the facilities custodian.
- 26) 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.

**USAGE OF FACILITIES FEE**

DESCRIPTION	FEES	NOTES
<b>WEDDING</b>		
Package #1	200.00	2-hour use of the sanctuary for rehearsal the day before the wedding. 6-hour use of the sanctuary for the wedding ceremony inclusive of set-up/take-down. Additional charges will apply if musicians, or singers are needed for your event.
Package #2	400.00	2-hour use of the sanctuary for rehearsal the day before the ceremony. 12-hour use of the Sanctuary, changing room, fellowship hall & kitchen with tables and chairs, for ceremony & reception inclusive of set-up/take-down. Additional charges will apply if sound technicians, musicians, or singers are needed for your event.
Additional Hour	50.00	Per hour after the agreed usage time slot
Security Deposit	250.00	
<b>FUNERALS</b>		
Package #1	Donations Accepted	4-hour use open to close of the sanctuary for the service inclusive of set-up/take-down.
Package #2		10-hour use of the Sanctuary, fellowship hall & kitchen, for service & repass.
Additional Hour	50.00	Per hour after the agreed usage time slot
Security Deposit	250.00	
<b>SPECIAL OCCASIONS</b>		
Package #1	300.00	5-hour use of the fellowship hall with tables and chairs Inclusive of Set-up/take-down Additional charges will apply if sound technicians, musicians, or singers are needed for your event.
Package #2	350.00	5-hour use of the fellowship hall & kitchen with tables and chairs Inclusive of Set-up/take-down Additional charges will apply if sound technicians, musicians, or singers are needed for your event.
Additional Hour	50.00	Per hour after the agreed usage time slot
Security Deposit	250.00	
<b>MEETING ROOM</b>		
Office	20.00	Per hour after
Tech Room	50.00	
Blue Room	25.00	
Additional Hour	25.00	Per hour after the agreed usage time slot
Security Deposit	60.00	
<b>PARKING LOT</b>		
Outdoor Only Event	300.00	
Additional Hour	100.00	Per hour after the agreed usage time slot
Security Deposit	150.00	
<b>ADDITIONAL SERVICES</b>		
*Custodian	50.00	Per hour with a 3-hour minimum - Open to Close
Streaming	50.00	Per hour with a 3-hour minimum - Open to Close
* Audio Visual	50.00	Per hour with a 3-hour minimum –Open to Close Additional 50.00 per hour after 3-hour
<b>* Is Mandatory and Depending on Crowd Size or type of event</b>		<b>50% discount applied to total cost of rental for members</b>

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. In the memo section of e-transfers, ensure to include the reason for payment so that fees can be applied to the appropriate event.

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.

**\*\*Prices are subject to change without notification\*\***

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:

- Departmental Program
- Shiloh Member

- Non-Shiloh Member
- Non-Seventh-day Adventist Group

Dept Name: \_\_\_\_\_

Dept Head: \_\_\_\_\_

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

**Contact Information:**

Name of Group: \_\_\_\_\_

Renters Name: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

**Request Information:**

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

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

Purpose of Use & Package: \_\_\_\_\_

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

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

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

Facilities Requesting:

- Fellowship Hall (seats 100)  Blue Room (seats 10)
- Kitchen  Office
- Tech Room (Seats 15)  Other \_\_\_\_\_

**Set-up Request Information:**

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

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

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

- 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.

**Fees:**

Sanctuary Only	\$ _____
Fellowship Hall Only	\$ _____
Kitchen Only	\$ _____
Sanctuary, Kitchen, Fellowship Hall	\$ _____
Sanctuary, Fellowship Hall	\$ _____
Fellowship Hall, Kitchen	\$ _____
Meeting Room	\$ _____
Office	\$ _____
Funeral	\$ _____
Wedding	\$ _____
Parking Lot or Court	\$ _____
*Audio-Visual _____ X \$ 50.00	\$ _____
*Cleaning _____ X \$ 50.00	\$ _____
Other: _____	\$ _____
Additional Hours _____ X \$ _____	\$ _____
Total Rental Fees	\$ _____
Total Security Deposit	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

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

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

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date: \_\_\_\_\_

Reason: \_\_\_\_\_

Payment Received Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

Cheque # \_\_\_\_\_

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

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

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

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



**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. In order to reduce the risk of physical, emotional, and sexual abuse of children, youth and vulnerable adults as they participate in activities, renters are required to provide proof of a Vulnerable Sector Check for persons who will be in direct contact with children, youth, and vulnerable adults.
10. The kitchen facilities can only be used under the supervision of a designated kitchen supervisor with a food-safe certificate.
11. A designated security host may be provided for rental usage occurring outside regular working hours.
12. 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.
13. Any relocation of equipment/furniture must be done in consultation with the property management department. The large instruments must not be moved.
14. 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.
15. 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: \_\_\_\_\_)