

2023

RENTAL INFORMATION FOR MEMBERS



SHILOH

Seventh-day Adventist Church



FROM PIECES TO PEACE

1090 BELLAMY RD N
SCARBOROUGH, ON
M1H 1H2

IMPORTANT NUMBERS

Akeem Favorite, Property Manager

Ph: 416-729-7651

Email: shiloh.propertymgmt@gmail.com

Alfred Knight, Assistant Property Manager

Ph: 647-457-6675

Email: shiloh.propertymgmt@gmail.com

Kim Bharath, Administrative Assistant

Ph: 647-286-7209

Email: shiloh.propertymgmt@gmail.com

Hours of Operation

Monday – Friday; 9:30 am – 3:30 pm

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.**
- **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 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 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.

USAGE OF FACILITIES FEE

DESCRIPTION	FEES	NOTES
WEDDING		
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	
FUNERALS		
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	
SPECIAL OCCASIONS		
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	
MEETING ROOM		
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	
PARKING LOT		
Outdoor Only Event	300.00	
Additional Hour	100.00	Per hour after the agreed usage time slot
Security Deposit	150.00	
ADDITIONAL SERVICES		
*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
* Is Mandatory and Depending on Crowd Size or type of event		50% discount applied to total cost of rental for members

Cheques are to be made payable to the Shiloh S.D.A. Church or e-transfers sent to 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)
- Kitchen
- Tech Room (Seats 15)
- Blue Room (seats 10)
- Office
- 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
- No
- Yes
- 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	\$ _____
TOTAL	\$ _____

***** 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. 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: _____)