

Fort Massey United Church
5303 Tobin Street, Halifax, Nova Scotia, B3H 1S3
ftmassey@eastlink.ca (902) 423-4294

Facility Agreement Form

We require that all groups have third party liability insurance to include Fort Massey Church.

Children must be properly supervised at all times. Groups will not gain access to the building until the appropriate leader arrives.

Groups are to enter and exit through the designated doors only. Groups are responsible for monitoring access to the building while they are meeting.

The last person to leave must ensure that the building has been properly secured. Failure to comply may result in the termination of privileges.

Any and all damages incurred by the group are the responsibility of the group.

Compost, garbage, and recycling practices must be respected. If there is a large amount of waste it must be removed from the property by group members.

Please take note that we discourage the wearing of scented products. Please be aware of food sensitivities. Ensure rooms are returned to the condition in which they were found. Please do not use church address as your mailing address.

For further guidelines, please refer to the ***Code of Conduct***.

Parking

Please note that parking is not available on the premises. Parking is often available on surrounding streets. Please consult city signs for more information.

Space

We have several rooms available with limited access to the kitchen facilities. Please see the descriptions and approximate sizes in the fees schedule.

As well, tables and 80 chairs are available, located in the lower hall. If you require storage space, this must be negotiated in advance.

Please recognize that this is an older building with multi-levels and limited accessibility. There is an accessible washroom in the lower hall.

Please note, **Fort Massey United Church** activities take first priority and so groups may be asked to relocate to another part of the building or cancel the activity with little notice. Advance notice will be given when possible.

Fees:

If this is a long-term agreement, the rent is negotiable. For single use purposes, please refer to the fee schedule below.

Fee Schedule:

Room	Room Size	Hourly	Minimum Charge	Half Day	Full Day
Lower Hall	1639 sq. ft.	\$20.00	N/A		
Music Room	670 sq. ft.	\$15.00			
Parlour	260 sq. ft.	\$15.00			
Music Room & Parlour		\$25.00			
Sanctuary	4030 sq. ft.		\$200.00	\$400.00	\$700.00
Gym	2090 sq. ft.			\$40 .00	\$60.00
Key charge			\$25.00		
Cancellation fee may apply			The lesser of fee or \$100.00		

Keys are available to group leaders for a fee of \$25.00 and must be signed out at the church office. A photo ID (e.g. driver’s license) is required. Please return keys to the church office at the end of agreement.

Please note that snow removal fees may apply.

All applicable fees must be paid in advance of usage. In certain circumstances the option of a payment plan may be available. Please note there may be a cancellation fee of up to \$100.00 unless the group has given sufficient notice.

Some groups may be eligible to use the space without charge if they are designated by **Fort Massey United Church** as a Community Outreach Program. If you are interested in being considered as such please indicate so on the **Meeting Room Request Form**.

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In Case of Emergency

Persons using **Fort Massey United Church** are responsible for familiarizing themselves with the location of **fire exits, fire alarm pulls, first aid kits,** and the **telephone**.

It is important to be aware of **natural gas** safety procedures. Please consult the directory located at the Tobin Street entrance for further information.

When calling **911**, the address is **5303 Tobin Street** (Corner of Queen & Tobin).

Authorizing Signatures

This agreement is subject to an annual review by ***Fort Massey United Church.***

Name of group

Printed name of person responsible for group

Contact Information

Signature of person responsible for group

Date

Printed name of Fort Massey Representative

Contact Information

Signature of Fort Massey U C Representative

Date