

Facility Booking Form and Agreement
Fort Massey United Church
5303 Tobin Street, Halifax, Nova Scotia, B3H 1S3
ftmassey@eastlink.ca 902-423-4294

Room	Hourly	Minimum Charge	Half Day	Full Day	X # of Hrs/Days	Total Cost
Lower Hall	\$22.00					
Music Room	\$16.00					
Parlour	\$16.00					
Music Room & Parlour	\$28.00					
Sanctuary		\$220.00	\$440.00	\$770.00		
Key Charge		\$25.00 refundable				

* All applicable fees must be paid in advance of usage. A cancellation fee may apply - the lesser of fee or \$100.00.

Date(s) & Time(s) _____

Group Name _____

Address _____

Phone _____

Email _____

Contact Person _____

Phone _____

Email _____

* **A copy of third-party liability insurance policy must be forwarded no later than two weeks before the rental, listing the Trustees of Fort Massey United Church as the recipients.**

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.

Check here if requesting Community Outreach. The **Meeting Room Request Form** must be filled out and submitted for consideration.

Facility Agreement

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.

The consumption of alcohol and drugs and the use of smoking products is not permitted.

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. Please ensure rooms are returned to the condition in which they were found.

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

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

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.**

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