

**Between:** St. Andrew’s United Church (called the “Church” – We)  
 1000 Huckvale Place  
 Williams Lake, BC V2G 4L2  
 Phone/Fax 1.250.398.6745 Email office.uc\_wmslk@shaw.ca

**And:** Name \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 → indicates signature required

Subject to the license and to the rules hereto, we grant you a license of occupation for the date(s) and event(s) outlined below. By signing, you agree to pay in full all applicable fees before the event.

Qty	Description	Rate	Amnt
	Event for Description on Date	\$	\$
	Event for Description on Date	\$	\$
	Quickbooks Invoice # _____	<b>Total</b>	<b>\$</b>

**Key Agreement**

Church users are responsible for pick up and return of keys. The church office is open between 9:00 AM and 3:00 PM, Tuesday to Friday, for pick up. Return the keys to the lockbox outside the front door. Only keys necessary for rental use and access will be given.

Church users are responsible for locking doors and turning off heating and lights before final exit. If you are unsure how to turn off heating or lights or lock up properly, please ask the Office Coordinator.

**Keys**

- |  |   |
|--|---|
| 1. Outside doors                       | 5. Sound cupboard                             |
| 2. Church office                       | 6. Hall (security) doors                      |
| 3. Minister’s office                   | 7. Downstairs inside: MacKinnon Hall, kitchen |
| 4. Upstairs inside: sanctuary, library | 8. Sunday School Room                         |

**Key Identification** \_\_\_\_\_

“I, → \_\_\_\_\_, have read and understood the key agreement as held by St. Andrew’s United Church. I accept the responsibility of these keys and will adhere to the policy as stated.”

Please sign → \_\_\_\_\_ Signature

**Key Return (for St. Andrew’s staff only)**

Date and Key Identification:

\_\_\_\_\_ St. Andrew’s Authorized Signature

**Additional Rental Information**

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- Catering is a separate function. Phone Linda at 250.392.2798 for more information. Otherwise, use of the kitchen is \$30/day.
- We do not have liability insurance to cover theft, vandalism, or damage to your property. We are not responsible for damages incurred by anyone attending your event.
- You will reimburse the Church for any and all damage caused by anyone attending your event.
- By signing this contract, you agree to all rules and regulations.
- You will return the signed contract to confirm booking.
- The office does not relay telephone or electronic messages.
- The elevator will remain locked for single floor rentals.

**Rental Rules and Regulations**

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1. Fire exit doors and hallways are to be kept clear of obstruction at all times
2. There is a zero tolerance policy on any and all alcohol at all times on Church premises
3. No smoking into or close to the building
4. No open flames or hotplates will be permitted
5. Pick up keys so you can lock and unlock the rooms to be used. These keys will be returned to the lockbox at the front door after use.
6. You will regulate the heat: OCCUPIED for your area and then return the switch to UNOCCUPIED before leaving
7. It is your responsibility to clean dishes as per health standards, put dishes away, and tidy the kitchen
8. It is your responsibility to turn off coffee pots, unplug kettles, and turn off appliances
9. Tables must be set up and put away, litter cleared from the floor, and garbage removed
10. Turn off all lights, except outside lights at the entrance

To cancel, inform the office at 250.398.6745 ASAP

**INTERNET ACCESS – Sign if applicable**

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By signing, you agree to use the Internet appropriately for your meeting and not to pass on the password.

**Signing In**

1. Log on to the Internet via *machall* using the password given below.
2. In the library, plug into the wall jack by the large TV. There is a long blue cord behind the TV.

**Troubleshooting**

1. Ensure the switch in the downstairs kitchen is in the on position. If it is not, move the switch to the off position and wait 15 seconds.
2. Move the switch to the on position.

Wi-Fi password: \_\_\_\_\_

By signing, you agree to follow the rules and regulations outlined in this contact and to fulfill your financial remittance to St. Andrew’s United Church.

Please sign → \_\_\_\_\_

Date signed → \_\_\_\_\_