



Application for FACILITY RENTALS

11525 – 23 Avenue NW, Edmonton, AB T6J 4T3
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APPLICATION DATE: _____

Please carefully read the Rental Policies on page 2 of this form, and then complete **both pages** in detail. Sign and date the form where indicated and return it to our office together with payment as indicated in the policies in order to confirm your booking.

CONTACT PERSON _____ Day Phone (_____) _____

E-mail: _____ Cell: (_____) _____

COMPANY NAME if applicable (for accounting purposes)

Street Address: _____ City: _____ Prov. _____ PC _____

BOOKING INFORMATION

Type of event: _____

DATE(s) of event: _____

TIME wanting to obtain access to facility: _____ A.M. P.M. . (circle one)

TIME of closing: _____ A.M. P.M. (circle one) (NOTE: no later than 9 P.M. for Saturday events)

PLEASE NOTE: be specific in giving the time to access the building as well as the time your event will be over. There will be an extra charge should security need to stay more than ½ hour past the given times.

Number of people expected: _____

Please check appropriate box(es):

Room(s): STENCEL (Theatre) HALL (capacity 220 persons) COMMONS AREA (capacity 90)
 Classroom 1 (capacity 50) Classroom 2 (capacity 30) Conference Room (capacity 12)
Refreshments to be served yes no Meal Event yes no (will require set-up charge)

IT Equipment: AV Cart: PowerPoint Projector/Lap Top yes no

SOUND System yes no Number needed: microphones _____ (6 max) music stands _____

NOTE: If yes, you will need to provide your own sound technician who will need to book an advanced appointment with a Taylor Staff person to review the equipment.

SPECIAL INSTRUCTIONS / NOTES (re Set up, etc.)

Taylor College & Seminary

FACILITY RENTAL REGULATIONS and POLICIES

- 1. Deposit: A damage deposit is required in the amount of \$100 for bookings of \$450 or less OR \$200 for bookings of more than \$450. The deposit is to accompany your application and will be refunded within two weeks after your event providing no damage occurred and no extra cleanup was needed.

Amount of Deposit: \$ _____ Method of Payment: _____ Cash _____ Cheque _____ Credit Card

CreditCard:# _____ Exp.Date: _____ Signature: _____

- 2. Cancellations: a deposit is only refundable with 30 days written notice of cancellation. Cancellations with less than 30 days notice will be subject to a minimum \$50 (+ GST) fee. A cancellation fee will not apply if rental is rescheduled within a 90 day period.
3. Payment of Invoice is due two (2) weeks prior to event.
4. Security: Please be specific in giving your time of arrival as well as the time your event will be over. There will be an extra charge should security need to stay more than 1/2 hour past the given times.
5. Following your event, the condition of the facilities will be assessed and you will be responsible to pay for any damage which has occurred during your event. As well, if there are costs incurred for extra clean-up that exceeds the normal clean-up anticipated for a function, the damage deposit will be withheld to cover our costs. This includes replacing furniture to the normal arrangement if it has been moved and not put back. NOTE: Set up of tables will be done by Taylor staff according to your instructions.
6. NO FOOD OR DRINK is allowed in Stencil Hall.
7. Taylor does not provide food services for functions held on campus. Outside catering or pot-luck meals are permitted on Taylor's approval. DO NOT use the stove/oven for cooking. Please note: if a meal event is approved, clean up (wiping tables, vacuuming) will be the responsibility of the renter. Please provide your own cutlery, dishes, napkins, tea towels, coffee urns.
8. Open flames are not permitted, only battery powered candles are to be used.
9. City Bylaw 7255 states "no person shall cause, or permit to be caused, noise of a level exceeding 50 dBA in a residential district at night". ("Night" means the period commencing at 2201 hours (10:00 P.M.) and ending at 0700 hours (7:00 A.M.) of the following day). Please ensure your outside activity is over by 10:00 P.M.
10. Alcohol and smoking is prohibited in or outside of Taylor buildings.
11. Missing or damaged Taylor equipment will be charged to you at replacement value.
12. Please do not put anything on the walls or doors without permission from the Taylor General Office staff.
13. All facility rentals must comply by providing and acknowledging the following. Please initial the appropriate box(es).

_____ (a) Certificate of Liability Insurance with Taylor College & Seminary as an additional insured.

Initial _____ (b) Facilities will be used at own risk of personal injury by the rental group.

Please _____ (c) Taylor College & Seminary will be held harmless in the event of personal injury sustained during use of their facilities.

- 14. In renting this facility I/we agree that I/we will not engage in any activities or religious practices that are contrary to the:

World Evangelical Fellowship Statement of Beliefs

We believe in the Holy Scriptures as originally given by God, divinely inspired, infallible, entirely trustworthy; and the supreme authority in all matters of faith and conduct;

One God, eternally existent in three persons, Father, Son, and Holy Spirit;

Our Lord Jesus Christ, God manifest in the flesh, His virgin birth, His sinless human life, His divine miracles, His vicarious and atoning death, His bodily resurrection, His ascension, His mediatorial work, and His personal return in power and glory;

The salvation of lost and sinful [humanity] through the shed blood of the Lord Jesus Christ by faith apart from works, and regeneration by the Holy Spirit;

The Holy Spirit, by whose indwelling the believer is enabled to live a holy life, to witness and work for the Lord Jesus Christ;

The resurrection of both the saved and the lost; they that are saved unto the resurrection of life, they that are lost unto the resurrection of damnation.

I have read and agree to comply with the above policies of Taylor College & Seminary.

_____ Date _____ Name (Please Print) _____ Signature