



# Application for FACILITY RENTALS

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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, initial 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 be set-up charge)

**IT Equipment:** Renters need to bring their own laptop computer which has a HDMI port.

**SOUND System (Basic)**  yes  no    Number needed: Microphones \_\_\_\_\_ (6 max: 2 hand-held, 2 on stands, 2 head mics); Music stands \_\_\_\_\_

**Note:** If an advanced system is required, there will be an extra charge. Please let us know at the time of booking if you want to explore this option.

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 \$200. 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.

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. 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 returning furniture to the normal arrangement if it has been moved and not put back. NOTE: Set up/take down of tables will be done by Taylor staff according to your instructions.
5. Taylor does not provide food services for functions held on campus. Outside catering or pot-luck meals are permitted with 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.**
6. Taylor College and Seminary supports an environmentally friendly approach and strongly encourages and does expect all users will endeavour to recycle and seek to reduce waste generated from events by using non-disposable cutlery, plates, glasses and cups. In purchasing for campus events it is expected that everyone, including external users of our facility, will go out of their way to purchase products containing post-consumer recycled content. In the event that disposables must be used it is expected that they will be biodegradable. As a facility user I acknowledge these guidelines by **initialing here.** \_\_\_\_\_
7. Open flames are not permitted, only battery powered candles are to be used.
8. 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.
9. Alcohol and smoking is prohibited everywhere on the Taylor property.
10. Missing or damaged Taylor equipment (including sound system equipment) will be charged to you at replacement costs.
11. **DO NOT** put anything on the side wall cloth panels in Stencil Hall or on any walls or doors without permission from the Taylor General Office staff.
12. **All facility rentals must comply by providing and acknowledging the following. Acknowledge by initialing the boxes below.**
- \_\_\_\_\_ (a) **Certificate of Liability Insurance** naming Taylor College & Seminary as an additional insured.  
            This document must be on file two weeks prior to the event.
- \_\_\_\_\_ (b) **Facilities will be used at own risk of personal injury by the rental group.**
- \_\_\_\_\_ (c) **Taylor College & Seminary will be held harmless in the event of personal injury sustained during use of their facilities.**
13. **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