



The Church of St Mary Magdalene  
477 Manning Avenue, Toronto, ON M6G 2V8  
(416) 531-7955; Fax (416) 531-6123

## **GUIDELINES FOR RESERVATION AND USE OF SPACE**

Applicant's Name (please print): \_\_\_\_\_

Name of Organization (if applicable): \_\_\_\_\_

The Church of St. Mary Magdalene is pleased to offer its buildings for the use of parishioners and neighbours. Please note: *Neither the church nor the basement is normally available on Thursday or Saturday nights.* The following guidelines are provided for your information and we ask you to comply with them when you use the building.

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**RESERVATIONS:** Forms to reserve space are available in the Church Office.

The church is used daily for public worship at specified times. Other rooms are used on a regular basis for our own programmes. The use of specific rooms can take place only when these rooms are available. Use is on a first come, first served basis.

Note: *Your reservation times are inclusive. Set-up must be included in the times you reserve.* You cannot enter the building earlier than the time reserved.

Requests should be made in writing in advance of the time and date required, remembering always that ***FUNERALS AND WEDDINGS which are not part of the regular schedule will take precedence over any other use.*** The Church reserves the right to cancel a booking in case of conflict with the needs of parish and diocese.

Note: The garden in front of the office belongs to the rectory and is to be used only with the permission of the rector.

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**LIABILITY INSURANCE** is necessary for all users of church space. If your group does not already carry its own insurance, coverage is available from the church's insurance company at a typical cost of \$108.00 per group. This must be purchased ***before the event takes place.***

**LIQUOR LICENCES (Special Occasion Permits)** must be obtained by the applicant whenever alcoholic beverages are served. If alcohol is served, additional liability insurance must be purchased at an additional cost.

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**OPENING AND CLOSING:** As a parish without a full-time janitor, the opening and closing of the church for outside groups has to be coordinated ahead of time with the availability of the church's staff.

For outside groups and special events, the parish janitor will have to be hired for a minimum of four hours at \$15.00 per hour, plus any additional hours at the same rate, to open and/or close the church for a function. After 11.00 pm the rate becomes \$25.00 per hour.

**CLEAN-UP:** Where clean-up is extensive, or when the next user requires that the building be immediately cleaned, the church's janitor must be hired for four hours at \$15.00 per hour to clean up.

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**RESPECT FOR PROPERTY:** Please remember that this building's primary purpose is the worship of Almighty God and so we ask that you respect all parts of the building, as well as its furnishings and the entrances and exits, and leave them clean and tidy. Use only ***masking tape*** if you are putting up displays or decorations. Please make any special arrangements in advance. Charges will be levied for any damage to property or equipment, or for cleaning and repair needed after use.

(continued on reverse)

**RESPECT FOR OUR NEIGHBOURS:** We are located in a residential neighbourhood and want to maintain the best possible relationship with our neighbours. We ask that you and your guests or programme group avoid loud noise within the building and especially when entering and leaving the building. Users and their guests are expected to leave the building by 12.00 midnight. Please enter and leave only by the Manning Avenue door.

**PARKING:** Please note that parking is limited on surrounding streets and regulations are strictly enforced.

**SMOKING** is not permitted within church buildings.

**USE OF PHOTOCOPIER & EQUIPMENT:** Copies may be made at a cost of 5 cents per side. As with all church equipment, please ask permission before use.

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**DONATION:** Users are expected to make a donation for building use to help pay for its maintenance and upkeep. Cheques should be made payable to *The Church of St Mary Magdalene*.

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**Please remember:**

- *Your reservation times are inclusive. Set-up or preparation time must be included in the times you reserve.*
  - Booking space for an event *does not imply permission to use other rooms* in the building unless you specifically reserve them as well (washrooms excepted). Please think through your needs and communicate them to the Church Office.
  - Please be aware that church space is used by a variety of people, and several groups may be using different parts of the church at the same time. While we make every effort to avoid conflicting uses, please do bear in mind that you are booking a public space.
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**PLEASE NOTE:** In consideration of the use of all, or any part of the premises, the applicant as guest, tenant, lessee or licensee hereby covenants and agrees to save the Incumbent and Churchwardens of The Church of St. Mary Magdalene, 477 Manning Avenue, Toronto, Ontario, M6G 2V8, from all manner of actions, causes for action, suits, debts, dues, accounts, bonds, covenants, claims and demands whatever which against the said Incumbent and Churchwardens any person or persons, corporation or corporations might have in respect of any mishap, accident or casualty arising out of the use of the said premises or any part thereof during the occupation by the applicant, his/her servants, agents, invitees and such persons as the applicant permits on the said premises.

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I have read and agree to the guidelines above.

- I need to purchase liability insurance for this event through the church's insurance company.
- I will provide evidence that this event is covered by independent liability insurance.
- I certify that alcohol will not be served at this event.
- I indicate that alcohol will be served at this event.

Name (please print): \_\_\_\_\_ Signature: \_\_\_\_\_

Intended Donation (per day): \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_