

St. Peter's Evangelical Lutheran Church Kitchener

49 Queen Street North Kitchener, Ontario N2H 2G9

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REQUEST FOR USE OF FACILITIES - 2020

Committee/Group requesting facilities: _____

Contact name: _____ Phone number: _____

Fax number: _____ E-mail: _____

Facilities required (please check appropriate box(s) for your specific requirements):

Sanctuary Chapel (Labyrinth) Fellowship Hall Lounge Kitchen * Classroom(s)

* **Please Note:** In the event that you are serving food or beverages at your event, St. Peter's reminds you that it is your responsibility to ensure that your event meets the requirements for safe food preparation and handling as set-out by the Region of Waterloo Public Health Department. A confirmation signature is required on page 2.

Date(s) of event: _____
(all equipment brought in ie. risers, instruments, etc. must be removed at the end of the event)

Times of event: (including set-up and clean-up) from: _____ to: _____

(actual times of event) from: _____ to: _____

Rehearsal date(s): _____ , _____

Rehearsal times: from: _____ to: _____ , from: _____ to: _____

Equipment required:

TV/VCR Overhead Projector Screen Sound System with Microphone
 Flip chart Podium Piano** Pipe Organ** Other _____

****Please Note:** Renter is responsible for the cost of tuning the piano and pipe organ. Tuning must be booked with St. Peter's Director of Music, Peter Nikiforuk – pniki@stpeterskw.ca

Number of expected attendees: _____ Number of leaders: _____

Proof of Commercial General liability insurance (photocopy) specifically naming St. Peter's Evangelical Lutheran Church Kitchener O/B 1333155 Ontario Inc. as an additional insured is required (mandatory) and must be received at St. Peter's Church Office no later than one week before the event or the rental is cancelled and the contract is expired and void.

Description of Event (include the purpose of the event, what activities are planned, reception, etc.):

Is this event open and advertised to the general public? Yes No

If yes, how many people are you staffing _____ (minimum of 6 staff).

Note: 1. The contact person is responsible for ensuring that the church facilities and/or equipment are left in the same condition they are found. The contact person is also responsible for ensuring that the attendees leave per specified time, all equipment is put away where it was found and that there is no one left in the building at the end of the event.

* I _____, have read and am aware of my responsibility regarding Safe food
(print name)

Preparation and handling as set-out by the Region of Waterloo Public Health Department.

_____ signed _____ date signed

I _____, agree to contract and pay the services of St. Peter's custodian for this event.
(print name)

_____ signed _____ date signed

For internal use only, do not complete this section

This request has been reviewed by: Pastor Mark Ehlebracht
 Dr. Peter Nikiforuk Ann Nash Board Executive David Roth

Date received: _____ Date approved: _____