



Montreal City West Baptist Church Facility Lease Regulation

1. Purpose

Our church's facility is reserved for the exclusive use of Christians gathering. We have established these regulations for the application and the use of our facilities to satisfy various applicants. However, any meeting that is contrary to the belief of Montreal City West Baptist Church will not be given permission to use our facility.

2. Application process (general use)

- a) Applicant individual or Christian organizations must respect the Facility usage requirements.
- b) Applicant should complete the application form and stating the purpose, content, and order of the event in detail.
- c) Applicants must submit the application form to board of deacon three (3) months prior to the event, in person, by post or by email.
- d) The applicants may use our facility only after the Board of Deacons' approval. In special circumstances, the three months period may be relaxed.
- e) In case of dispute, the decision of MCWBC Board of Deacons should be adopted.

(Additional process for wedding)

- f) Church member applicant for wedding must respect the Facility usage requirements.
- g) Between the groom and the bride, at least one must be a member of MCWBC, AND the other must be a baptized Christian who can provide proof of church membership or of baptism.
- h) The order of wedding and Pre-marital counseling should be decided with the consultation of the officiating minister from MCWBC.
- i) The applicants may use our facility for wedding only after the Board of Deacons' approval.

3. Facility usage regulations

- a) Smoking and alcohol are strictly prohibited in our facility. Food and drink are also prohibited in the sanctuary hall.
- b) The general available time of our facility for external use are between 9am to 10pm, under the principle such lease will not disrupt the regular activities of this church.
- c) During the event, participants must stay within the designated area and the designated time.
- d) All approved items (i.e. equipment, furniture, facilities) may be used appropriately and reorganized in their original place after use.
- e) No one should use and move any installation, equipment and fixed furniture without prior approval. If any facility or property have been damaged, the applicant is liable for compensation.
- f) The applicants must not collect any offering, donation, or entrance fee, without this church written approval.
- g) Applicant is responsible to clean up any items left from event.
- h) Stove cooking is not recommended during event.
- i) Indemnification Agreement: the individual or organization making the application for the use of MCWBC facilities shall agree to indemnify and hold harmless MCWBC and its members, representatives, employees, who may be liable from all liability claims, damages or expenses of any kind, injury or damage to the person or property of any person. Applicant may be required to provide a Certificate of Insurance for coverage and amounts satisfactory for indemnification.
- j) There is no designated parking space. Parking spaces on the street are available. Please take care not to block any neighbor's garage entrance.



4. Decoration requirements

- a) Applicant should not use and move any installation, equipment and fixed furniture without prior approval
- b) Electrical connection to any equipment, appliance or installation should Not be made without prior approval and should be done with assistance of MCWBC designated helper.
- c) If there are decoration, recording, or distribution of advertisement, it should be done with prior approval by the MCWBC Board of Deacons.
- d) Without approval, do not use any duct tape, nails or making signs on wall, furniture or equipment.
- e) All decorations and signs should be removed as soon as possible following the event.
- f) For wedding, discuss the decoration detail and schedule time for decoration with deacons.
- g) Confetti and rice are prohibited during events

5. Facilities availability

Montreal City West Baptist Church
facility lease - available facilities

Location	Capacity	Facility	Fee	Note
Main Hall	300	Audio system with 4 mics, lighting, piano, projection system, baptismal tank, choir room.	The fee for facility use should be given as a freewill offering. No amount is specified	New Building Sanctuary
Auxiliary Hall	80	Piano, audio system with 2 mics, projection system, lighting.		Old Building Sanctuary
Refreshment Hall	100	Piano, audio system with 1 mic, tables and chairs		Old Building Basement
Fellowship Room	20	Piano, tables and chairs		New Building Basement

Note: Please read "Montreal City West Baptist Church Facility Lease Regulation" for details on facility use and application. MCWBC reserves the right to revise the Facility Lease Regulation at any time. MCWBC Board of Deacons has the final decision to approve or deny any facility lease application.

Address: 1600 De L'Eglise, Ville St-Laurent, Quebec H4L 2H8
 Telephone: 514-748-6333 / 514-748-6999 / 514-748-6990
 Contact email: inquiry@mcwbc.ca



Montreal City West Baptist Church Facility Lease Application
 Address: 1600 De L'Eglise, Ville St-Laurent, Quebec. H4L 2H8
 Telephone: 514-748-6333

Date of Lease: _____
 (year) (month) (day) (day of week)

Time of Lease: _____ am/pm _____ am/pm _____
 (from) (to) (total in hours)

Name of Applicant's Church or Organization: _____

(Please print)

Name of Applicant: _____
 (please print)

Name of Event/Nature of the Event: _____

Estimate number of participants: _____

Host(s)/Speaker(s) Name: _____

Contact Phone #: Day _____ Night _____ Cell _____

Contact Address: _____

Contact Fax #: _____ Contact Email: _____

Area/Facility to be used	Fee
<input type="checkbox"/> Main Hall	Freewill offering will be accepted.
<input type="checkbox"/> Auxiliary Hall	
<input type="checkbox"/> Refreshment Hall	
<input type="checkbox"/> Fellowship Room	

Please check the next to the area/facility to be used.

Our church is yet to have any air conditioning facility.

Declaration: The undersigned understand and willing to respect the regulation with regard to the facility lease regulation. The undersigned declare that the information provided in this application form is without error, and is willing to abide to the lease regulation of MCWBC. In the case of violation of these rules, the undersigned is willing to allow MCWBC to terminate the event.

Applicant's Signature: _____ Date: _____

RESERVED FOR MCWBC, Application #: _____ Date: _____

Approval Status: APPROVE / DENY (Note: _____)

Deacon Signature: _____