



Rental Guidelines

Application Form

- Please return completed form to the Administrator at admin@cornerstoneneighbourhood.com

Payment Method

- Cheque OR e-transfer
- No cash

Insurance Certificate

- A Certificate of Insurance is required, showing a minimum of \$5,000,000 Commercial General Liability.
- "Cornerstone Neighbourhood Fellowship Baptist Church" must be listed as the Certificate Holder and as additional insured.
- The certificate provides a brief description of the rental event taking place, including the date and time.
- The certificate must show a thirty-day cancellation clause.

Building Use

- No smoking, drug use, or consumption of alcohol is permitted on the property or in the building.
- Keys may be obtained from the Administrator.
- Furniture must remain in place unless arrangements have been made with the Administrator.
- The sound system must be operated by a tech from Cornerstone Neighbourhood Church.
- Parking must not impede neighboring driveways. A parking attendant is required.
- No open-flame candles or confetti are permitted in the building.

- Renters must take full responsibility for any damage to, or loss of church property.
- Failure to leave the church in reasonable condition will result in an unrefunded Damage Deposit.
- Decorations must not be pinned or taped to walls. Decorations must not damage floors, ceilings or furnishings and must be removed after event.
- Responsibility for the adequate supervision of the event must be assumed by the user/group.
- The event will not be advertised prior to receiving approval of Cornerstone Neighbourhood Church.
- The church building must not be left unattended at any time.

Other Details

- Please make cheques payable to “Cornerstone Neighbourhood Church”.
- A \$50 Booking Deposit is required with each application.
- Applications must be submitted a minimum of four (4) weeks before the rental event.
- Full payment by the applicant is required two (2) weeks prior to the rental event.
- A Certificate of Insurance is required two (2) weeks prior to the rental event.
- For cancellations with a minimum notice of four (4) weeks, a refund of the Booking Deposit will be issued by cheque OR e-transfer from Cornerstone Neighbourhood Church.
- E-transfer payments must include rental date, rental party name, and brief description of the rental event.
- If full payment is not received within two (2) weeks of the rental date it will be considered cancelled, and a refund will be issued.
- Any deposit cheques that cannot be cashed due to insufficient funds will incur a \$50 fee. If a new cheque is not issued within two weeks the event will be considered cancelled.

