

CALVIN PRESBYTERIAN CHURCH, NORTH BAY, ONTARIO
APPLICATION FOR USE OF CHURCH FACILITIES – SANCTUARY
CONFIDENTIAL WHEN COMPLETED

Requests for the use of the Calvin Presbyterian Church (CPC) sanctuary must be made a minimum of 4 weeks prior to the first Tuesday of the month.

Mail the completed application to: 401 First Avenue West, North Bay, ON P1B 3C5; or in person, drop application into the mail slot on the wooden doors facing First Ave West.

Only groups approved by Session may use the sanctuary.

You will be contacted by CPC re approval.

Name of group/organization: _____

Contact person: _____ Telephone: _____

Email address: _____

Type of Event: Recital <input type="checkbox"/> Concert <input type="checkbox"/> ORMTA <input type="checkbox"/> RCM <input type="checkbox"/> Other <input type="checkbox"/> Explain: _____		
Date: _____		Time of Event: _____
Total Time: Details to include date and times of set-up; rehearsal; event; clean up, etc. 		
Number of People: _____		MAX #: Sanctuary
Grand Piano requested	Yes <input type="checkbox"/>	No <input type="checkbox"/>
NB-ORMTA Approval for Piano	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Sound System Approval	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Other Rooms Requested	Yes
Balcony MAX #:	
Foyer	
Kitchenette	
Is food being served?	
Lower Hall *	
Lower Kitchen *	
* Additional Cost	

Royal Conservatory of Music / Kiwanis Festival			
	Yes	No	
Quiet Space for Testing	<input type="checkbox"/>	<input type="checkbox"/>	Room: _____
Room for Practicing	<input type="checkbox"/>	<input type="checkbox"/>	Room: _____

Proof of Insurance: **YES** ☐ **Policy #** _____

Please note or attach additional information pertinent to this application as required.

Note: I acknowledge that the use of CPC facilities by my group may be subject to pre-emption of the approved time and/or facility, by CPC, as may be deemed necessary.

Further, I acknowledge and agree that Calvin may, at its sole discretion and at any time, terminate any individual or group's future use of the Calvin church facilities. As well, Calvin reserves the right to change policies/guidelines of church usage.

I acknowledge that none of the intended attendees pose a risk of personal safety or otherwise, to the employees, members or guests of CPC.

I acknowledge that our group is responsible for ensuring the security of the entrances.

Any damages incurred in the use of the facilities will be covered by the applicant.

Lastly, I acknowledge that Calvin is not responsible for lost, stolen, or damaged items.

Signature: _____ Date: _____

FOR FACILITY TEAM USE ONLY

INVOICE TO: _____

RENTAL FEE: \$_____ OTHER FEES: _____

SESSION APPROVAL: _____

APPLICATION APPROVED BY: _____ DATE: _____

_____ DATE: _____

RENTAL/KEY AGREEMENT COMPLETED: YES ☐ NO ☐ DATE: _____

NAME OF KEY HOLDER: _____ PHONE # _____

KEY NUMBER: _____ RETURNED: YES ☐ NO ☐

OFFICE USE ONLY

BOOKINGS PRIOR TO: _____

BOOKINGS AFTER: _____

Sanctuary Rental Rates	ORMTA	NON-ORMTA
Half day (1-4 hours)	\$50	\$75
Full day		\$275
Sound System	\$50	\$50
Security provided by CPC	\$50	\$50