

UTMC FACILITY RENTAL FAQs



UPPER THAMES
MISSIONARY CHURCH

What is the cost to rent space at UTMC?

Each request is assessed based on the space requested and the duration. Filling out the form below will allow us to give you an accurate estimate.

What spaces can I rent at UTMC?

The most common spaces include the sanctuary, the fellowship/community room, and the kitchen, but most rooms and spaces can be rented.

Can anyone rent space at UTMC?

We welcome organizations that are not-for-profit as well as personal use gatherings like weddings or showers.

Upper Thames Missionary Church
Rental Request/Agreement

Please send an e-mail to upperthames@utmc.ca AND pmt@utmc.ca including the following:

Name of Group	
Not-for-Profit	
Proof of Insurance	
Name of Event	
Are you charging a fee for people to attend	
Start Date/End Date	
Time of Day	
Will you need early access for setup?	
Approx number of people attending:	
Which rooms are you looking to use? (if you are unsure, we can arrange a walk through ahead of time)	
Will you be serving food?	
What are you looking to use in the building <ul style="list-style-type: none">- just the room- chairs/tables- AV equipment- Serving equipment	
Please indicate if there will be if there will be members of the UTMC leadership team in	

attendance at your event. (who)	
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The following are the terms of the rental:

No commercial events. No marketing or selling must occur. No political groups.

We need to know if people are paying to attend your event.

You must agree that the event will not be in conflict with our statement of beliefs.

No alcohol will be served.

The conversation will be pleasing and moral.

If there are smokers, this would occur outside and off church property.

UTMC is a very active church. It is possible that other events could be occurring in the building at the same time as yours.

Each group within the building will be operating under their own organizations COVID safety plan. It may not match yours, so these should be reviewed prior to the agreement.

Our kitchen facilities are limited.

If you are having a caterer event or serving food, it is strongly recommended they also review our facility before the event.

We limit access to our audio/visual equipment to trained individuals.

If you have need in this area, please ensure this is outlined at the time of the rental request. You may be required to provide your own A/V equipment.

WiFi Internet is available.

Our facility is not fully accessible. Parts of the building require the climbing of 8 stairs. Washrooms are large. Only the east end has grab/assist bars installed. If accessibility is a concern, please ensure you tour the facility to ensure we can accommodate your needs.

We are not able to limit access once inside the building. You must ensure people are not wandering outside of the agreed rental space and that children are supervised at all times.

You agree that the facility will be returned to the state you found it in.

(setup of chairs, tables, removing decorations, garbage in containers, etc... basic common sense rules)

(if you wish not to return the setup, there is the possibility we can offer this for you at a fee of \$25.00 per hour)

You do not need to worry about washing floors, etc...

If the facility is not returned to the state it is found in, you could be assessed a fee for cleaning (\$25.00 per hour).

Our contract for snow removal does NOT guarantee the removal of snow in the back parking lot except on Sunday mornings.

We can make a special request for it to be cleared on the day you require however this can be a \$240 fee attached to it.

If you want, we can request it and if the fee is received to the church, it will be passed on to you.

(example: if they come and remove snow on a Friday for your event and then need to return on Sunday again because of more snow, there is a fee.

if they came on Friday for your event and it did not snow again before Sunday, there would be no fee)

There is no user fee for attendees of UTMC but a donation can be made if you would like.

Outside organizations can be charged a fee based on the use of the facility, duration and impact on cleaning, costs and wear and tear.

You are expected to cover the cost of any damage that may occur.

You are required to provide proof of liability coverage 7 days prior to the event. This must name our location, the date and time of the event.

Some home owners policies allow for you to put a rider on your personal insurance or it can be purchased through our insurance company.

<http://robertsonhall.com/access/access-online-application/>

Prior to the event, we will arrange access to the building.

Early access for setup can be arranged but it is dependent on if the room/rooms chosen are available.