



Please email the completed form to guardianangelsbr@archtoronto.org.
 You will be notified by email upon approval of your request.

FOR PARISH OFFICE USE ONLY:

Date Received/by: _____
 NOTES: _____

BOOKING AGREEMENT. PLEASE PRINT CLEARLY.

NAME OF PARISH MINISTRY/COMMITTEE/ORGANIZATION/SCHOOL _____

NAME OF PERSON RESPONSIBLE/ORGANIZER _____ CELL # _____ EMAIL _____

Name of Catering Company (if any) _____ Tel. # _____

DATE OF EVENT _____ TIME OF EVENT _____
 MON TUE WED THU FRI SAT SUN Start Time _____ End Time _____
Include 30-min AM PM Include 30-min AM PM
Set-up time Pack-up time

DESCRIPTION and PURPOSE of EVENT/ ACTIVITY/ MEETING: _____

TOTAL NUMBER OF ATTENDEES: _____ Please see below for capacity (fire-code compliance)

CAPACITY PER AREA

- PARISH HALL** (choose one)
 - Auditorium Style seating – No tables - (400 pax maximum)
 - Banquet Style (current set-up)
 - 200 pax maximum
 - 25 round tables (maximum)
 - Eight (8) chairs per table
 - Max of 6 long tables (60"x30") for food
- COMBINED (ST. MICHAEL & ST. GABRIEL ROOMS)**
 - U-Shape Style (current set-up)
 - 40 pax maximum
 - Max of 7 long tables
- MAIN SACRISTY** (25 pax maximum)
- CHURCH** (1200 pax maximum)
- Chapel** (35 pax maximum)
- NARTHEX** (150 pax maximum)
- ST. RAPHAEL**-Former Parish Office (25 pax maximum)

EQUIPMENT:

- Fixed screen and projector
 - Parish hall
 - Combined St. Michael & St. Gabriel rooms)
 - Sound System (parish hall only)
 - Microphone (parish hall only)
 - Projector (portable)
- Note: Laptop, extension cord, other connections will not be provided by the parish.

PLEASE READ:

- The parish hall is pre-set either empty (with chairs and tables set aside) or banquet style and U-Shape style in St. Michael & St. Gabriel rooms. **If these set-ups in the hall or any meeting have to be changed, it is the responsibility of Event Organizer to make the set-up change and to set back into its original setting as it was found after the event/activity**
- The Custodian or assigned keyholder will be checking the facility after use. Any damages to the property will be brought to the attention of the Parish Priest and will be dealt with accordingly.
- **GARBAGE/RECYCLE:** Trash and recyclable items are to be placed inside garbage bags in garbage bins and recycling bins respectively. **At the end of the event, garbage bags and recycle bags should be thrown in the respective bins outside the church (near Creditview gate)**
- Table covers (if needed) will be the responsibility of the Organizer.
- Kitchen and Bar are **OFF LIMITS** unless authorized by the Parish Priest.
- If Alcohol will be served, the organizer is responsible for obtaining the LCBO alcohol license and must submit the license to the parish office two (2) weeks before the event.

PARISH SCHOOLS – RENTAL FEE: \$160.00
CHEQUE PAYABLE to Guardian Angels Parish is required at least a week prior to the date of event.

I understand and agree to abide by the policies, rules and regulations relating to the use of the facilities of Guardian Angels Parish set out in this Booking Agreement including Paragraphs 1 to 17.

 Printed Full Name of Person Responsible/Organizer

 Signature of Person Responsible/Organizer

 MMM-DD-YYYY
 Date



Person Responsible/Organizer must comply fully with the following policies, rules and conditions:

1. **APPROVAL OF BOOKING:** This form has to be completed and emailed to the Parish Office (guardianangelsbr@archtoronto.org) at least **two (2) weeks prior to the event/meeting/activity**. Approval of the booking request will be acknowledged via email.
2. **CANCELATION OF BOOKING:** Notify the parish office via email (guardianangelsbr@archtoronto.org) at least 2 days before the requested date. Organizer must advise the parish office via email in the morning of the date requested of any cancellation in case of bad weather.
3. The facilities are not to be used for activity/meeting if the purpose is to promote philosophies or teachings contrary to the faith and morals of the Catholic Church. The criterion is the content or purpose of the meeting, not the organizer.
4. The church and chapel are sacred places. Please maintain silence.
5. The use of the Sanctuary outside the Mass (except for ministry training - Altar Servers, Lectors, Eucharistic Ministers, Altar Guild) is prohibited unless **written approval** is obtained from the Parish Priest.
6. Access to the Church from the Parish Hall is prohibited unless it is included in the booking.
7. Parish Office is off limits to non-parish office staff and will remain locked at all times.
8. Firearms and lethal weapons are prohibited in the church premises.
9. The use of recreational drugs of any kind, smoking (including E-cigarettes) within the parish premises are strictly prohibited.
10. **SIGNS**
Any signs which the Person Responsible/Organizer wishes to display at the Premises to publicize must be specifically approved in writing by the Parish Priest of the Parish, both as to form and content and as to location, which approval may be reasonably withheld in the Parish Priest's discretion. The use of any kind of tapes, nails and other adhesive materials that could potentially damage the walls, floors or furniture are prohibited. Only free-standing banners are allowed.
11. **START & END TIMES OF event/activity/meeting is strictly enforced.**
 - The Parish Priest or his designate/authorized person will open the premises and disarm the alarm 5 minutes before the Start Time of the event/meeting/activity and will close and set the alarm at End Time.
 - Set-up and pack-up times should be included in the start and end times.
 - Person Responsible/Organizer or designate must arrive at the parish premises 5 minutes before start time. If asked, must present an identifiable valid photo identification acceptable to the Archdiocese or access to the reserved areas will be denied. He/she is also responsible for the conduct and supervision of all persons under his/her charge.
 - It is the responsibility of the Person Responsible/Organizer to assign a person to man the doors for late arrivals.
 - **SPECIAL** parish-sanctioned events must end no later than 12 midnight (unless otherwise approved by the Parish Priest) and all participants and guests must vacate the parish premises no later than 12 midnight.
12. **ATTENDEES/PARTICIPANTS:**
 - Fire Code Regulations require the strict enforcement of the maximum number of persons per designated area.
 - Ensure that All participants of the approved event/meeting/activity are to remain in the designated/assigned areas and are not to wander outside the area(s) booked. Children below 18 years old are **SUPERVISED AT ALL TIMES** and not allowed to roam unattended around the parish premises.
 - Ensure that the number of people involved in the areas that were booked matches the attendance number listed on this form. Numbers above the listed number is a violation of this agreement.
 - Explain to the participants/members before the start of the event/meeting/activity, the policies on the use of the parish facilities and provide the location of the washrooms, fire exits and other security/safety features of the parish premises (example: presence of 24-hour surveillance cameras, emergency exits are to be used only if there is an emergency, entry and exit is only through the main doors of the Parish Hall for meetings in the hall/rooms and the main doors of the church for meetings in the church).



13. Comply with the laws and COVID-19 related guidelines provided by health authorities and the Archdiocese of Toronto. The Person Responsible/Organizer expressly covenants and agrees that it shall throughout the term of this Booking Agreement, and at its sole cost, comply with all applicable laws, regulations, by-laws, directives or guidelines of any federal, provincial or municipal governmental authority (including, without limitation, any public health authority having jurisdiction) applicable to the Person Responsible/Organizer's use of the Premises. Without limiting the generality of the foregoing, the Person Responsible/Organizer shall be solely responsible to ensure that its operations and activities in and on the Premises comply at all times throughout the Term with all applicable provisions of the COVID-19 guidelines (collectively, the "Guidelines") released by:

Province of Ontario
Ministry of Health (Ontario)
Guidelines from Public Services Health and Safety Association (funded by the Ontario Ministry of Labour)
Such COVID-19 guidance as may from time to time be issued by the local Public Health Unit for the area in which the Premises are located.

The person responsible/organizer acknowledges having reviewed carefully the Guidelines and being familiar with the requirements thereof applicable to its proposed use of the Premises, including, without limitation, any applicable provisions thereof related to:

- appropriate daily screening of all employees, volunteers and participants;
- requirements for employees, volunteers and participants to self-report COVID-19 related symptoms;
- instruction of employees, volunteers and participants on PPE use, care and limitations;
- provision at all times of alcohol-based hand sanitizer or soap and water at entrance to the Premises;
- limiting the aggregate number of employees, volunteers and participants present at the Premises at any time; and
- design of all programs to accommodate appropriate physical distancing.

14. KITCHEN/BAR/SUPPLIES

- The use of the kitchen and party supplies without the prior permission from the parish is prohibited.
- The kitchen and bar area are off limits unless authorization is obtained from the Parish Priest to use these facilities. If allowed, the stove, dishwasher and freezer are not to be used.
- For special events of the parish, it is the responsibility of the Person Responsible/Organizer to obtain **LCBO License** if alcohol will be served. **License must be submitted to the Parish Office at least 2 weeks before the event.**
- All parish equipment will be used only as approved.

15. CLEANING / SANITIZATION

- **Chairs and tables are pre-set banquet style in the parish hall and U-Shape style in St. Michael & St. Gabriel rooms. If set-up of tables and chairs have to be changed in these rooms or any meeting rooms, it is the responsibility of the Person Responsible/Organizer to make the set-up change and to set back at the end of the event/activity/meeting into its original position as it was found**
- Ensure that washrooms and all areas used are clean and tidy before leaving the hall
- **GARBAGE/RECYCLE:** Trash and recyclable items are to be placed inside garbage bags in garbage bins and recycling bins respectively. At the end of the event, garbage bags and recycle bags should be thrown in the respective bins outside the church (near Creditview gate)

16. BEFORE LEAVING THE FACILITY

- Report any/all damage to property immediately to the parish personnel on duty during the event. **The Custodian or keyholder assigned will be checking the facility after use. Any damages to the property will be brought to the attention of the Parish Priest and will be dealt with accordingly.**
- Turn off **ALL** lights (except night lights).
- Switch off **ALL** sound equipment and small appliances before leaving the parish premises.
- Check the area(s) before leaving for any personal items or meeting materials left behind.

17. The Parish Priest or his designate reserves the right to:

- a. Approve or disapprove any booking,
- b. Change area assignment if necessary,
- c. Cancel the booking without prior notice if the participants/members violate any of the set policies or if an urgent or important event/meeting/activity is deemed by the Parish Priest or designate as high-priority.