



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 your 30-min Set-up time ☐ AM ☐ PM Include your 30-min Pack-up time ☐ AM ☐ PM

DESCRIPTION and PURPOSE of
EVENT/ ACTIVITY/ MEETING: _____

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

CAPACITY PER AREA

- ☐ **PARISH HALL**
400 pax maximum, Theatre Style or 224 with tables
- ☐ **COMBINED (ST. MICHAEL & ST. GABRIEL ROOMS)**
(Capacity: 40 pax maximum)
- ☐ **MAIN SACRISTY** (15 pax maximum)
- ☐ **CHURCH** (1200 pax maximum)
- ☐ **Chapel** (35 pax maximum)

EQUIPMENT:

- ☐ Fixed screen and projector
 - ☐ Parish hall
 - ☐ Combined St. Michael & St. Gabriel rooms
- ☐ Sound System (parish hall only)
- ☐ Microphone (parish hall only)

PLEASE READ:

- **SET-UP/PACK-UP:** Prior to the activity/meeting, ministry members are responsible for setting up the tables and chairs according to their needs. At the end of the activity/meeting, the place must be set back into its original position as it was found. Keyholder will allow access to tables/chairs as needed.
- **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, the Organizer is responsible for the disposal of the garbage bags and recycling bags in the respective bins outside the church (near the 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.
- Ministry provides their own kitchen supplies
- If Alcohol will be served, the person responsible/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: \$250.00

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 and practices for receiving the Sacraments-RCIA & Sacramental Preparation) 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 as indicated on page 1 of the form.
- 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 attendees 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. 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 kitchen equipment will be used only as approved.
- Coffeemaker and supplies such as (coffee cups, plates, napkins, stirrers, spoon/fork, sugar, coffee, milk and tea, etc.) are kept in the bar or kitchen areas for the use of parish-sanctioned fundraising and social activities only. The keyholder is only authorized to provide access to the storage areas for parish-sanctioned fundraising and social activities only. **Ministries who need supplies will have to purchase their own.**

14. SET-UP / PACK-UP / CLEANING / SANITIZATION

- **SET-UP/PACK-UP:** Prior to the activity/meeting, ministry members/person responsible from the school are responsible for setting up the tables and chairs according to their needs. At the end of the activity/meeting, the place must be set back into its original position as it was found. Keyholder will allow access to tables/chairs as needed.
- 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, the Organizer is responsible for disposing of garbage bags and recycling bags in the respective bins outside the church (near the Creditview gate)**

15. BEFORE LEAVING THE FACILITY

- Report any/all damage to property immediately to the parish personnel on duty during the event.
- 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.

16. 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.