

**RENTAL INFORMATION**  
**FORT GARRY MENNONITE BROTHERS CHURCH**  
1771 Pembina Hwy, Winnipeg, MB R3T 2G6

**GENERAL PRINCIPLES**

The property and buildings of the Fort Garry Mennonite Brethren Church are available to groups and individuals whose goals and activities align with the stated mission and current ministries of our church. We reserve the right to deny access to individuals or groups whose philosophy or activities we consider to be in conflict with our church or the Mennonite Brethren denomination. Priority will be given in the following order:

1. Church-sponsored programs and activities
2. Programs and activities sponsored by Mennonite Brethren conferences and their associated agencies
3. Non-profit groups that are supported by the church
4. Other non-profit groups and organizations
5. Other not-for-profit activities and events.
6. Other uses as decided by Fort Garry Mennonite Brethren Church

Note: Facilities are intended for non-profit use only. All rental agreements are made subject to availability. Bookings are final only when the Facility Rental Application has been completed and signed by the Office Administrator. In cases requiring additional consultation, the Council shall serve as arbiters.

Approval to use our facilities does not constitute or imply endorsement of any group, their mission, or their positions. Groups must not advertise events in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within our buildings or grounds that conflict with the bylaws and the practices of this congregation or the Mennonite Brethren denomination.

The Church is committed to glorifying God as it seeks to live God's message of love and grace through Christ Jesus as a body of believers in our world. If you have any questions regarding this statement, we recommend a meeting with one of our pastors.

**REGULATIONS ON CHURCH USAGE**

1. Stationary furnishings in the church may not be moved. Furnishings that are moved (pulpit, etc.) should be replaced to their original position.
2. Decorations should be kept simple. For the pews, elastic bands work well. A reusable adhesive is good for walls. Thumbtacks, pins, tape, nails, etc. are not to be used.
3. Exercise extreme caution when using candles with open flames. Drip-less candles only, please. No candles are to be used in the sanctuary aisles. A jug of water should be close by.
4. Confetti, rice &/or birdseed is not permitted anywhere inside or near the exits outside Streamers and/or light-coloured flower petals are acceptable and make a nice substitute. Thank you.
5. The use of tobacco, alcohol or prohibited substances is not permitted on church property.
6. There should be safe supervision of children at all times.
7. The Public Address System (PA) is part of the rental charge for weddings and an operator will be provided for the rehearsal and wedding service. A VPU operator may be available for an additional charge.
8. With the exception of funerals, renters are responsible to set up tables and chairs and for general clean up with the supervision of the Facility Manager.
9. Clean up of the kitchen is the responsibility of the person(s) renting the facility. All items should be returned to their original location.
10. Rentals are not to be booked more than 12 months in advance of the event.

**REGULATIONS ON CASUAL GYM USAGE FOR PHYSICAL ACTIVITIES**

1. Groups wishing to make coffee or serve food will be asked to book church facilities at the regular booking rate (see Booking Fee Schedule.)
2. Larger sporting events, i.e., multi-school tournaments over one or several days planned for weeks or months in advance, are required to complete the rental application and pay a rental fee in order to ensure a reservation.
3. Groups and individuals desiring to use the gym are required to schedule the gym in advance to assure availability through the church office.
4. Church activities (weddings, funerals, meetings, other bookings) have priority over ad-hoc (no-cost) recreational activities at all times.
5. Groups and individuals require a "sponsor", a member or approved adherent, who is authorized to schedule the facility and is responsible for ensuring that the facility is opened and locked following the activity and that the facility is left in the same condition it was when opened. The sponsor must remain in attendance during the entire event.
6. Non-marking footwear must be worn for recreation.
7. Only floor hockey equipment supplied by the church is to be used. Sports equipment may be used in the gym only. Only non-marking equipment is to be used at any time.
8. Please ensure that all lights including washrooms are off, taps are turned off and external doors locked (and latched) when you leave. If activating the alarm, make sure that no other individuals or groups are in the facility.
9. Fire escape doors are to be used for fire emergency exits only.

**Security**

Our church works to maintain a safe and secure environment within the facility; however, no systems are fool proof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for loss, theft or damage to personal property.

**Liability**

Renters agree to hold FGMB Church, the Canadian Conf. of Mennonite Brethren Churches, and the Manitoba Mennonite Brethren Church harmless against all liability claims arising out of the actions, or lack of actions, of the rental group.

**FINANCIAL ARRANGEMENTS**

1. Checking the desired date with the general office is the first step and the specific responsibility of the persons seeking use of the facilities. All arrangements for use of church facilities are to be made through the church office. Rental hours must include set-up time.
2. Payment of a \$100 deposit or the amount of the booking fee (whichever is less) is required at the time of booking. Payment of the balance is due 10 days prior to the date of the event.
3. Renters are responsible for all breakage or damage of any equipment on church property. Please report any damage to the church office.
4. If the sound system or VPU operator is required for reception there will be an additional charge.

I have read, understood and accept the Rental Agreement Terms outlined in this brochure.

Signature of Applicant \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Church Rep. \_\_\_\_\_

Date: \_\_\_\_\_

Office Administrator: Benita Unrau Facility Manager: Darryl Wylie  
Church Office: 204.269.5940 Fax: 204.261.9909 Email: [info@fgmb.ca](mailto:info@fgmb.ca) Website: [www.fgmb.ca](http://www.fgmb.ca)  
(updated July 2017)