



The Presbyterian Church of Saint David · 1544 Grafton St. · Halifax, NS · B3J 0J5

### **RENTAL APPLICATION FORM 1.3**

#### **\* INTERIM DOCUMENT \***

***Thank you for your interest in renting space at The Presbyterian Church of Saint David. Please complete the following application to begin the rental process.***

**Please Note:** The Presbyterian Church of Saint David supports its ministry by making space available to members of its congregation, arts organizations, businesses, and the broader community. This is carried out in alignment with the Church's mission to foster community engagement, and in accordance with the values of The Presbyterian Church of Saint David (hereafter "PCSD Values").

These values are articulated in the official denominational document *Leading with Care* ([link](#)) *Leading with Care* outlines the Church's commitments to faith, mission, hospitality, and safe community practices, namely that:

"All activities and programs sponsored by the Church must be governed by faithful attention to the spiritual, emotional, and physical safety of all participants. The Church is called to offer sanctuary and hospitality. This policy is not only about safety, standards, and legal liability, but also about fostering community that is just, loving, respectful, and welcoming of all people, including children, youth, and vulnerable adults." — *Leading with Care*, The Presbyterian Church in Canada

#### **Public Conduct and Reputational Risk Clause**

The Renter agrees that their use of the premises shall not cause or contribute to disrepute, controversy, physical damage, or negative public attention affecting The Presbyterian Church of Saint David. Should the event, its promotion, or any related activities result in adverse publicity, legal claims, damage to Church property, or harm to the Church's reputation, the Renter shall be held liable for any resulting costs, including but not limited to financial damages, legal fees, repairs, and reputational remediation. (See Dispute Resolution and Termination Clause)

## 1. Applicant Information

- Name of Individual: \_\_\_\_\_
- Name of Organization: \_\_\_\_\_
- Contact Person (if different): \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## 2. Event / Purpose of Rental

- Event Name: \_\_\_\_\_
- Event Purpose: \_\_\_\_\_
- Brief Description of the Event/Activity:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Is the event (check all that apply):** ☐ Private ☐ Public ☐ Ticketed ☐ Fundraiser

- **Is this event:** ☐ One-time ☐ Recurring (please specify frequency below)

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### 3. Date(s) and Time(s) Requested

- **Date(s):** \_\_\_\_\_
- **Event Time (Start–End):** \_\_\_\_\_
- **Set-Up Time Needed:** \_\_\_\_\_
- **Clean-Up Time Needed:** \_\_\_\_\_

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### 4. Ticketing & Financial Information

- **Will admission be charged?** ☐ Yes ☐ No

If yes:

- **Ticket price(s):** \$ \_\_\_\_\_
- **Where will tickets be sold/distributed?**

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- **Expected Number of Attendees:**

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- **Estimated total revenue from event:**

\$ \_\_\_\_\_

- **Is your organization charitable / not-for-profit?** ☐ Yes ☐ No

If yes, please provide details:

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## 5. Space(s) Requested

**Please check all that apply:**

☐ Sanctuary ☐ Fellowship Space ☐ Kitchen

☐ Outer Office ☐ Back Office ☐ Children's Space

☐ Driveway ☐ Other (please specify): \_\_\_\_\_

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## 7. Equipment / Services Needed

☐ Chairs ☐ Tables ☐ Piano ☐ Sound System

☐ Livestream

☐ Kitchenette Use (please specify needs):

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## 8. Insurance

- **Proof of third-party liability insurance naming *The Presbyterian Church of Saint David as additional insured* is required and must be submitted by all Renters.**
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## 9. Additional Notes or Requests

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## Applicant Declaration

I understand that submission of this application does not guarantee rental. I agree to abide by the policies and guidelines of The Presbyterian Church of Saint David and understand that a rental agreement and payment may be required to confirm the booking.

**Signature:** \_\_\_\_\_

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