

# Regina Apostolic Church

## Booking Details

<b>Event:</b>		<b>Booked by:</b>	
<b>Contact #:</b>		<b>Email:</b>	
<b>Company:</b>		<b>Address</b>	
<b>Date:</b>		<b>Time:</b>	
<b>Room(s) Booked:</b>		<b>Guest Expectancy:</b>	
<b>Set Up Details</b>			
<b>Church Member:</b>		<b>Ministry or Parachurch group:</b>	
<b>Officiating Pastor:</b>			
<b>Clean up Contact:</b>		<b>Contact #:</b>	
<b>Walkthrough Date</b>			
<b>Keys Needed?</b>			
<b>Notes:</b>			
<b>A/V Needs:</b>			
<b>A/V Tech:</b>		<b>Contact #:</b>	
<b>Amount Owing:</b>		<b>Date Paid:</b>	

Regina Apostolic Church reserves the right to deny use of facilities to any person(s) or groups that Regina Apostolic Church deems to conflict with the values and beliefs of our church and organization.

I have familiarized myself with your booking policy and will comply with those guidelines, including Appendix A, B, & C.

I have read and signed the Regina Apostolic Church Rental Agreement Waiver  
Signature of individual(s) booking facility:

\_\_\_\_\_ **Date:** \_\_\_\_\_  
(Primary Contact) (Secondary Contact)

Last Updated Jan. 2026





## Rental Agreement Waiver

The renter shall indemnify and hold harmless Regina Apostolic Church from any and all losses, claims, suits, and/or demands, including lawyers' costs, arising out of:

- The renters' use of the facility. This includes but is not limited to damage to the property and injury to any guest, volunteer, employee, agent of the renter or of RAC.
- Non-performance, violation, or breach of any term or condition of this agreement by the renter.
- Any organization is required to provide RAC with a copy of the certificate of insurance confirming they have general liability coverage and naming RAC as an additional insured party.
- RAC will provide access to specified building areas, entry and washrooms. Renters are to keep to those areas to stay within their known attendees.
- Renters are responsible for the supervision and safety of their own attendees. RAC does not provide supervision for external programs.
- RAC maintains security cameras in the public areas of the building. Renter acknowledges that these systems are in place.

I have read and understand these conditions and will comply with this agreement.

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Signature of Individual Booking the Facility

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Rental Date

# Regina Apostolic Church

## Use & Booking Policy

Welcome to the Regina Apostolic Church (hereafter RAC). We have some guidelines to help you organize your event, make the use of our facility as successful as possible, and to ensure that our facilities are well taken care of. Please take a moment to familiarize yourself with our requirements.

### Use of the building and facilities by groups are permitted under the following conditions:

1. Activities must be consistent with the goals and mission statement of the RAC. Please review our statement of faith (Appendix A), and our goals and mission statement (Appendix B). Bookings will not be accepted if they conflict with regular church programs or with our church's beliefs and values. We retain the right to refuse bookings at our discretion.
2. A damage deposit of \$250 may be required for the use of the building. This may be used to cover off building damage, neglect to clean and/or maintain the facility, or failure to remove personal items/decorations. We reserve the right to waive the damage deposit.
3. Cancellations are permitted up to 1 week prior to the event. After this time 25% cancellation fee will be applied.
4. Bookings will not be considered confirmed until the fees, signed *RAC Use & Booking Policy*, and other applicable documents are received.
5. The person booking the facility is responsible to govern against misuse of the facilities and is responsible to the church in the event of an incident.
6. Additional facility fees may be required for events outside of regular business hours.
7. Premises must be cleaned and vacated before the end of your approved booking time. Overtime may result in additional fees.
8. Only approved A/V techs from Regina Apostolic Church or trained operators are allowed to operate A/V equipment.
9. Any multimedia or AV requirements (audio/video/slideshow/livestream) must be arranged and approved in advance with the Production Director (production@reginaap.com)
10. Decoration approval
  - Bookings do not include the use of church decorations or decorating assistance of any kind.
  - Any decorations to be affixed to the walls need to be discussed & approved by the scheduling coordinator.
  - There are restrictions on the use of candles. Please discuss the use of candles with the booking coordinator before the event.
  - The use of confetti, rice, or glitter. is not permitted within or around the building.
  - No AV equipment or musical instruments can be moved without the assistance of an RAC AV Technician.

11. The RAC Kitchen provides daily meals for Eston College. As such, any kitchen use would be shared with our Food Service Team.
  - Our Fridge space is limited and would need to be coordinated in advance.
  - Pre-prepared food only, no use of kitchen appliances. (including stove, oven, and dishwasher)
  - Any use of church food or consumables (paper plates, cups, napkins, etc.) needs to be arranged in advance, and fees may apply
  - Renters are responsible to arrange catering, food setup and cleanup.
12. RAC is a drug and alcohol free facility. Smoking and Vaping only permitted in designated outside areas.
13. Often more than one group will be using the facility; we expect groups to cooperate with each other to make both events successful.
14. Bookings are subject to cancellation, with discretion, in the event of emergency requirements.
15. Secular wedding dances are not permitted.
16. Gambling (including 50/50 draws) is not permitted.
17. For sporting events, non-marking runners must be worn in the Gym. No black tape on hockey sticks.

## APPENDIX A

### Statement of Faith (Adapted)

\*Please note that this is an adapted version of our statement of faith, including only the statements most pertinent to any events and activities that we would consider being held in our church building. For our full statement of faith, please go to the "What We Believe" tab at [reginaap.com](http://reginaap.com).

1. We believe that the Holy Bible is scripture given by inspiration of God, and is therefore the perfect Word of God.
2. We believe there is one true, living, eternal God who created and preserves all things, and that this one true God has revealed Himself to the world as the Father, as the Son, and as the Holy Spirit.
3. We believe that Jesus Christ is the Son of God. We believe that Jesus was God in the flesh, taking on the form of man, that He might offer Himself as a sacrifice on a cross for the sins of the whole world. We believe God the Father except through believing in Jesus and His shed blood can accept no person.
4. We believe in repentance to God, confession of ourselves as sinners and that a definite turning is essential to salvation.
5. We believe all mankind become sinners as a result of the fall of Adam.
6. We believe our redemption has been accomplished solely by the shed blood of Jesus Christ, who was made sin for us, dying in our place, rising again from the dead, ascending with His glorified body to the right hand of God. We believe that by believing in this finished work, we are justified before God, cleansed of all our sins and redeemed from the curse of the law.
7. We believe every believer receives eternal life as a free gift when saved or born again.
8. We believe in water baptism in the name of the Lord Jesus Christ by immersion for believers as taught in the scripture, and practiced by the early Apostolic Church.
9. We believe in the baptism of the Holy Spirit, with the same Bible evidence of speaking in tongues as the Spirit gives utterance, as a distinct experience to conversion, and is the provision of spiritual power for Christian living and service.
10. We believe all Spirit-filled believers should produce the fruit of the Spirit in their lives and their walk should be according to godliness and holy living.

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11. We believe in the sanctity of marriage, as a life long exclusive commitment between one man and one woman.
12. We believe the Bible clearly teaches a distinct judgment for believers only, spoken of in the scriptures as the Judgment Seat of Christ, where believer's works will be judged, (not for their sins) and rewards are in question, not salvation.
13. We believe that there will be a great final judgment, as recorded in the Word of God. This is the judgment of the unjust where all the wicked are judged.

## **APPENDIX B**

### **Mission Statement & Goals**

The purpose of RAC is as follows:

1. To preach and teach the Word of God.
2. To lead people of all age to salvation and to train and support them into a Bible-based relationship with God and consistent Christ-based lifestyle.
3. To provide a setting for the worship of God in spirit and in truth, for bringing praise and glory to His name, and for fellowship among his people.
4. To fulfill the command of the Lord Jesus Christ, 'Go into all the world and preach the gospel to all creation.'
5. Edification and comfort of the believer.
6. To fulfill the ordinance of the church, namely, communion, water baptism, and child dedication.
7. To undertake activities that are complementary to the attainment of the above purposes.

#### **Special Note about Weddings at Regina Apostolic Church**

Our standard practice is to have one of our pastors officiate weddings held at our church. They would meet with the couple for pre-marital counselling. If you desire a pastor or clergy member who is not a part of the Regina Apostolic Church to officiate your wedding, approval will be required.

## **APPENDIX C**

### **Clean up Checklist**

This list is for the renter's reference when they are cleaning up to ensure all things are cleaned and returned to their proper place.

There will be a caddy of cleaning supplies next to a laundry bin in each room to use for cleaning.

#### **Clean of Rooms Used**

- Tables - wiped down with ServClean spray
- Decorations—must remove decorations by end of booking time. - All balloons, especially confetti balloons, must be removed and popped off site.
- Any spilled food to be cleaned up.
- Any dirty tablecloths or rags put in the provided laundry bin.
- Tie all garbage bags.

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