



APPLICATION FORM FOR PERMISSIVE
EXEMPTION FROM PROPERTY TAXATION
FOR 2017-2019

(Section 224 of the Community Charter)

1. **IDENTIFICATION OF APPLICANT:**

Organization name: FAIRFIELD UNITED CHURCH

Are you registered under the *Societies Act*? Yes ☐ No ☒

Are you a registered charity? Yes ☒ No ☐

Mailing Address: 1303 FAIRFIELD ROAD, VICTORIA, BC V8S 1E3

Contact Person: REV BETH WALKER Email Address: bethoflife@fairfieldunitedchurch.com

Telephone Number: 250-384-2425 Fax Number: _____

Preferred method of application reminder: Email ☒ Mail ☐

2. **PROPERTY** (complete a separate form for each property)

Folio Number: 03255001 Address: 1303 FAIRFIELD ROAD

Legal Description: 007-150-377 LTA PL1456 SECFFLD VICTORIA

Registered Owner (if different than above): UNITY URBAN PROPERTIES LTD.

3. **ABOUT YOUR ORGANIZATION:** Please provide a brief description of the goals and objectives of the organization.

The goal of Fairfield United Church is to provide spiritual support for the Fairfield Gonzales community. One of our main objectives is to raise money for local charities, such as Our Place Society. Fairfield United Church Council and congregation are members of the Fairfield Gonzales Community Association and are very active supporters of community events.

4. **PRINCIPAL USE OF THIS PROPERTY:** Please provide a brief description of the principal use of the property and how this use benefits the community.

The property is used to support the activities of the Fairfield United Church. These include weekly worship, Bible studies, and congregational support groups. These activities benefit the community by providing a safe place to support the Fairfield Gonzales community and their spiritual needs and requirements.



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5. **COMMERCIAL ACTIVITY:** Please provide a brief description of any commercial activities that your organization conducts on this property.

Fairfield United Church provides rental space at reasonable prices to community groups such as Brownies, Coastline Music and Little Hands Child Care. We are also a venue for local artists and non-profit groups to use as a performance space.

6. **LEASED SPACE:** Please attach any and all lease agreements for any portion of the identified property that your organization rents or leases to another organization or individual.

7. **CATEGORY:** Please select the applicable permissive tax exemption category for which you are applying. For further explanation of permissive tax exemption categories please read the full text of the Permissive Tax Exemption policy found at www.victoria.ca/permissive.

Social Service ☐

Arts & Cultural Facility ☐

Place of Worship ☒

Athletic/Recreational Facility ☐

Rail/Track Property ☐

Educational Facility: Independent School Classification: Group 1 ☐ 2 ☐ 3 ☐ 4 ☐

Supportive Housing

- Temporary or transitional housing ☐
- Treatment program ☐
- Permanent facility ☐
- Supportive staff ☐
- Group home ☐
- Special needs/disability housing ☐

8. **PUBLIC ACKNOWLEDGEMENT:** All recipients of City of Victoria permissive tax exemptions are required to publicly acknowledge the exemption. How does your organization plan on publicly acknowledging the exemption?

We will publicly acknowledge the exemption by displaying the information on our web site, and indicating the exemption on our Order of Service bulletin that is handed out to the congregation during worship.



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9. **FINANCIAL STATEMENTS:** Attach your most recent financial statements.

10. **PROPERTY OWNERSHIP:** Do you plan on selling any portion of the property during 2017 – 2019?

Yes

☐

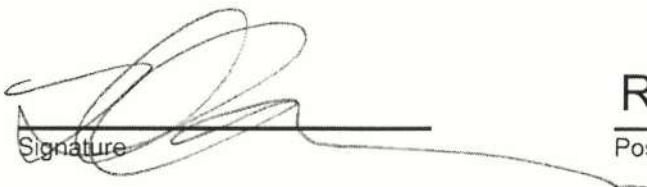
No

☒

11. **DECLARATION:**

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. Should a permissive tax exemption be granted on the above listed property, I agree to the following terms:

- If the property is sold prior to the exemption expiration, the organization will remit to the City an amount equal to the taxes that would have otherwise been payable to the City by a non-exempt owner.
- The property use will be in compliance with all applicable municipal policies and bylaws.
- The organization will publicly acknowledge the permissive tax exemption granted by the City.


Signature

Reverend

Position

Mary E Walker

Name (please print)

November 9, 2017

Date



RENTAL CONTRACT

Office Use:

Date Received:

DB-
3/12/2017

Contact Information

Organization: 79th Brownie Unit
 Contact: Paula Crotty, Camas District Commissioner
 Phone: 778-977-7235
 Email: crottypaula@hotmail.com

Address: 204 - 710 VANCOUVER STREET VICTORIA BC V8V4P9

Use of the Space

Please describe your event:

Brownie meetings

Rental Information

Unity Urban Properties Ltd. managed on behalf by Fairfield United Church agree to honor the previous agreement with the 79th Brownie Unit of \$450 for the calendar year.

Weekly meetings resume September 13, 2017 from 6:00-7:30pm. This rental agreement is on a month to month basis with payments due on the 1st of each month.

RENTAL PAYMENT

Amount Owning: \$45 per month Date: 19 SEP 17

Payment Type: CHEQUE

KEY GIVEN TO

Name: BRIGITE KARNILAVICIUS Date Returned: _____

TERMS AND CONDITIONS

These facilities are the property of the Unity Urban Properties Ltd. Users must adhere to the capacity limits of the room or rooms. *Please note:* Gaming is not permitted on these premises and no alcohol is allowed.

Storage: *Please note that the booking only includes use of the spaces, furniture, etc. identified on your application. Very limited storage space is available and only with permission. The space is used by many groups and the Church is not responsible for lost or stolen items. Please LABEL any stored items clearly and ensure all items are removed at end of the contract.*

Piano: Please do not move the pianos away from an inside wall or near the heaters as it will affect the tuning. Grand piano use requires prior permission from the Music Director.

Organ and Sound Equipment: The organ and sound equipment in the Sanctuary are strictly off-limits. Both have pre-set programs for Sunday services that require a professional to re-set. Should you need sound equipment for an event, the Church can provide a list of sound technicians familiar with our space. All final costs will need to be confirmed with the technician.

Kitchen: Kitchen use requires prior permission. There is a small fee for usage. VIHA requires a Food Safe certified person be present in the kitchen for all food preparation. Use of the dish sanitizer must be pre-arranged. All kitchen equipment *must be turned off* at the end of your event. All drinks and food must be supplied by the group using the space, including tea, coffee, milk and sugar. Unlabeled food items in the fridge will be disposed of weekly.

Payment: Please pay by cheque(s) made out to *Fairfield United Church*. Write group name (if different from that printed on the cheque) on the memo line. There is a \$35 fee for any NSF cheques.

Fire Hazards and Smoking: If members of your group smoke, please ask them to move away from our doors and windows and ensure that butts are removed. NO OPEN FLAMES are permitted. No smoking indoors. Please follow the Provincial Smoke-Free legislation.

Cleanup: Please return the facility to the way you found it. Clean-up must be completed and the facilities vacated by the time on your contract.

End Time: All events in the Fairfield United Church or Fairfield Hall must end by 11:00pm. We appreciate you respecting our relationship with our residential neighbours in this matter.

Garbage & Recycling: Please note that we use a private waste company. Please use the appropriate recycling containers. If you bring food, please take away anything that is unused after your event.

Lights and doors: Please be sure to turn off all the lights, including in the bathrooms and back staircases. Please double-check that all doors are securely locked before leaving the premises.

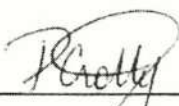
Insurance: The renter is responsible for the conduct of all guests and/or participants and will be liable for any damage or loss caused by these participants. The Waiver and Terms and Conditions Agreement must be signed by the renter. Please attach a copy of your Comprehensive General

Liability insurance (including bodily injury and property damage) naming Unity Urban Properties Ltd as additional insured.

Cancellation: Either party to this agreement may cancel this agreement by providing (1) month written notice.

Month-to-Month agreement: Unity Urban Properties Ltd. and Fairfield United Church together with the City of Victoria are redeveloping the property at 1303 Fairfield Road. This contract is on a month-to-month basis due to the uncertainty of the demolition and move out dates.

Signature on behalf of Girl Guides of Canada:


Paula Crotty


/ Dawnette Humphrey

Date: September 15, 2017

Dawnette Humphrey is signing as an Authorized Contract Signer of Girl Guides of Canada-BC Council, and takes no personal responsibility, nor incurs any personal liability, for how the terms of the contract are carried out. This contract is being signed on behalf of Girl Guides of Canada-BC Council and any claims brought in connection with this contract must be brought against Girl Guides of Canada and not against the Authorized Contract Signer.



Girl Guides of Canada
Guides du Canada

British Columbia Council

604 714 6636
604 714 6645
bc-girlguides.org

1476 West 8th Avenue
Vancouver, BC
V6H 1E1

MEMORANDUM

TO PAULA CROTTY

FROM Dawnette Humphrey
Authorized Contract Signer

EMAIL camasgirlguides@gmail.com

DATE September 15, 2017

RE Fairfield United Church

PAGE 6

Dear Paula,

We are returning your contract relating to the short-term use of a third party facility, which was sent to the provincial office for review and signature.

We are returning this contract as approved and signed, however please keep in mind that some church organizations may have policies that would be in conflict with the GGC Inclusivity Statement. For this reason, we ask that you minimize your connection with the church and make it very clear to both girls and parents that the use of this church facility is strictly in a room rental capacity only, and there is no affiliation between GGC and any beliefs the facility may hold.

Moving forward, wherever possible, please seek alternative meeting space for next year.

Please also note that if any religious facility has a definitive written policy that directly opposes GGC's Inclusivity Statement, we must refrain from booking space with that organization.

We have attached a document that outlines GGC's Inclusivity Statement, as well as an FAQ on church bookings provided by our national office.

The contract included a waiver, which we requested to be issued separately as GGC is not authorized to waive its member's right on behalf of them. Please provide each parent/guardian with a copy of the waiver and return the signed documents to the facility directly.

Please review the agreement carefully and sign, together with me, on page three of the contract to indicate you have read and will abide by the terms and conditions of the facility.

If you have any questions regarding the process or require further assistance, please feel free to contact us.

Sincerely,

Dawnette Humphrey
Authorized Contract Signer

Charitable Organization Registration Number: 11803 8554 RR 0005

GIRL GUIDES OF CANADA

GGC Inclusivity Statement:

Girl Guides of Canada-Guides du Canada (GGC) recognizes and values the richness of human diversity in its many forms, and therefore strives to ensure environments where girls and women from all walks of life, identities, and lived experiences feel a sense of belonging and can participate fully. This commitment to inclusion means GGC's culture, programming, and practices encourage self-awareness and awareness of others; room for difference; and environments where girls and women feel safe, respected, supported, and inspired to reach their potential.

Extract from GGC Inclusivity FAQ:

Q. Can we still hold meetings/events in churches?

A. Yes. More and more today, community groups are facing difficulties in finding space to hold meetings and events, and Guiding is no exception. Our organization has a long tradition of meeting in religious facilities, and if this is the most inexpensive and accessible place in which to hold your meetings, you should continue to do so. However, we need to recognize that we may unintentionally create barriers for some members of the community when we hold meetings in religious facilities. Girls who practice other religions, or those who do not have any religious affiliations, may feel uncertain about entering a religious facility to attend a meeting or event. Meeting in a religious facility may also lead some to wrongly believing that Guiding is only open to girls and women of one religious affiliation. We also need to be cognizant that not all religious facilities are accessible to those with physical disabilities.

The best way to overcome this is to ensure everyone understands you are only using the religious facility as a meeting place, and not for religious purposes. Many other community groups use these facilities for their activities without the worry of being viewed as religious activities. You could brainstorm with your girls when planning meetings, and challenge them to come up with activities or events that take them outside of the meeting hall. This will increase your visibility in the community and help demonstrate to non-members that your unit is inclusive and welcoming to girls from all backgrounds.

Over the long term, Unit Guiders should consider opportunities to move their units to new, non-religious, affordable, and accessible locations, when they arise.



RENTAL CONTRACT

Office Use:
Initial: <u>DB</u>
Vicna: <u>1</u>
Date Received: <u>9/14/2017</u>

Contact Information

Organization: Little Hands Child Care Inc
Contact: Amarpreet Ajmani, Director
Address: 792 Humboldt Street, Victoria, BC V8W 4A1
Email: littlehandsvictoria@gmail.com
Phone: 250-634-4872

Rental Term, Spaces Used and Fees

Term: Month-to-month agreement
Spaces Used: Daycare, Kitchen, and Lower Hall
50 hours/week per month
Flat fee: \$1,100 starting August 1, 2017 (to provide monthly posted cheques to December 2017)

Key Given To

Name: Amarpreet Ajmani, Director Date Returned: _____

TERMS AND CONDITIONS

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Storage: Please note that the booking only includes use of the spaces identified on your application. Very limited storage space is available and only with permission. The space is used by many groups and the Church is not responsible for lost or stolen items. Please label any stored items clearly and ensure all items are removed at end of the contract.

Piano: Please do not move the pianos away from an inside wall or near the heaters as it will affect the tuning. Grand piano use requires prior permission from the Music Director.

Kitchen: VIHA requires a Food Safe certified person be present in the kitchen for all food preparation. Use of the dish sanitizer must be pre-arranged. All kitchen equipment **must be turned off** at the end of your event. All drinks and food must be supplied by the group using the space, including tea, coffee, milk and sugar. Unlabeled food items in the fridge may be disposed of.

Payment: Please pay by cheque(s) made out to *Fairfield United Church*. Write group name (if different from that printed on the cheque) on the memo line. There is a \$35 fee for any NSF cheques.

Fire Hazards and Smoking: If members of your group smoke, please ask them to move away from the doors and windows and ensure that cigarette butts are removed. NO OPEN FLAMES are permitted. No smoking indoors. Please follow the Provincial Smoke-Free legislation.

Cleanup: Clean-up must be completed and the facilities vacated at the end of your contract.

Garbage & Recycling: Please note that we use a private waste company. Please use the appropriate recycling containers. If you bring food, please take away anything that is unused at the end of your contract.

Lights and doors: Please be sure to turn off all the lights, including in the bathrooms and back staircases. Please double-check that all doors are securely locked before leaving the premises.

Insurance: The renter is responsible for the conduct of all guests and/or participants and will be liable for any damage or loss caused by these participants. The Waiver and Terms and Conditions Agreement must be signed by the renter. Please attach a copy of your Comprehensive General Liability insurance (including bodily injury and property damage) naming Unity Urban Properties Ltd as additional insured.

Cancellation: Either party to this agreement may cancel this agreement by providing (1) month written notice.

Month-to-Month agreement: Unity Urban Properties Ltd. and Fairfield United Church together with the City of Victoria are redeveloping the property at 1303 Fairfield Road. This contract is on a month-to-month basis due to the uncertainty of the demolition and move out dates.

WAIVER

I agree to waive all rights to claims against **Unity Urban Properties Ltd.** managed on behalf by Fairfield United Church, for any loss or damage to property, owned or in the custody or control of the undersigned. I further agree to hold harmless **Unity Urban Properties Ltd.** for any loss, damage, injury or death to any of their group members as a result of any act or omission on the part of the above named. This waiver forms part of the Rental Contract agreement entered into by all parties.

On behalf of (organization) Little Hands child care

I (print name) Amarpreet Ajmani, have read, understand and accept these Terms and Conditions.

Signed 

Date 8ep 10th / 2017



Annual Financial Report, 2016

The following is the Annual Financial Report of the Fairfield United Church for the fiscal year 2016.

It has been a year of great change for the Church. The sale of the ageing Church Building to a developer, and the forward looking plans for an alternate building have had a great effect on the financial picture.

I have reviewed the records and transactions for the Year, and find that the following report and notes, reflect fairly the operations and results of the year's activities.

I wish the Church success in its future endeavours.

Sincerely,

Chris Mather, CGA (retired)

1. Balance Sheet
2. Revenue Statement
3. Notes

Fairfield United Church

Comparative Balance Sheet

As at December 31, 2016

ASSETS	As of Dec 31, 2016	As of Dec 31, 2015
Current Assets	\$	\$
TD Bank	12,246.26	5,619.10
Van City Account	15.00	
Tangerine Bank	1,406,936.54	217,709.02
Petty Cash	200.00	200.00
Deposits Clearing	0.00	117.00
Total Bank Accounts	1,419,397.80	223,645.12
Accounts Receivable		
GST receivable 2.5%	1,593.87	
Accounts Receivable	8,722.00	1,317.89
Total Accounts Receivable	10,315.87	1,317.89
Other Current Assets		
Prepaid expenses	1,791.33	
Total Other Current Assets	1,791.33	-
Total Current Assets	1,431,505.00	224,963.01
Fixed Assets		
Land	0.00	708,000.00
Building	0.00	475,800.00
Organ and Piano	10,000.00	100,000.00
Total Other Assets	10,000.00	1,283,800.00
TOTAL ASSETS	1,441,505.00	1,508,763.01
LIABILITIES AND EQUITY		
Accounts Payable		
Accounts Payable (A/P)	619.03	3,192.08
Total Accounts Payable	619.03	3,192.08
Other Current Liabilities		
Federal Taxes	258.56	
Total PAYROLL Liabilities	258.56	-
Deferred Revenue Projects		
Healing Pathways Victoria	0.00	9,105.91
Healing Pathways Fairfield	2,517.52	2,517.52
Eat Pray Love	1,025.72	10,927.11
Godly Play	675.91	453.04
U C of C Grant	0.00	7,395.25
Taize	0.00	127.50
Total Deferred revenue Projects	4,219.15	30,526.33
Total Other Current Liabilities	4,477.71	30,526.33
Total Current Liabilities	5,096.74	33,718.41
Total Liabilities	5,096.74	33,718.41
Equity		
Contributed Capital -	330,817.31	565,817.31
Facilities Acquisition Reserve	1,229,413.25	1,283,800.00
Retained Earnings	-374,572.71	-255,154.06
Net Income	250,750.41	-119,418.65
Total Equity	1,436,408.26	1,475,044.60
TOTAL LIABILITIES AND EQUITY	1,441,505.00	1,508,763.01

Fairfield United Church
Comparative Revenue Statement
For the Year ended December 31, 2016

	Total	
	Jan - Dec 2016	Jan - Dec 2015
Income		
OFFERING REVENUE		
4005 Local PAR	24,670.00	37,680.00
4010 Local Envelopes	10,860.21	14,113.20
4020 Loose Offering	1,840.35	784.92
4022 Canada Helps	951.01	25.00
Total OFFERING REVENUE	38,321.57	52,603.12
OUTREACH		
4035 Mission & Service Fund	3,357.50	5,203.00
4037 Mission & Service Paid	-3,357.50	-5,203.00
Total 4035 Mission & Service Fund	-	-
4040 Our Place Fund	385.00	675.00
4048 Our Place Paid	-385.00	-675.00
Total 4040 Our Place Fund	-	-
Total OUTREACH	-	-
REVENUE OTHER		
4041 Interest Earned - Tangerine	4,135.16	
4100 Shared Space Rentals	25,440.71	42,429.25
4112 Shared Space with Developer	0.00	
4120 Gifts & Bequests	7,117.76	950.00
4140 Interest General Fund	87.36	1,607.35
4230 Special Events (dinners, sales, etc)	4,225.55	2,550.41
4500 Gain on Disposal		
Total REVENUE OTHER	41,006.54	47,537.01
Total Income	79,328.11	100,140.13
Expenses		
A MINISTRY & PROGRAMS		
5002 Worship	6,832.31	5,893.99
5004 Alternative	320.00	3,358.37
5008 Spiritual Practice	223.80	1,099.30
5010 Inhabit Practice	154.03	987.33
5012 Community Partnerships	1,645.65	
5014 Communications and Planning	5,546.90	
Total A MINISTRY & PROGRAMS	14,722.69	11,338.99
B PROPERTIES		
5200 Repairs & Maintenance	1,017.56	5,061.41
5202 Administration	0.00	
5205 Furniture/Equipment	2,826.84	865.09
5210 Telephone/Internet	1,975.55	2,107.46
5220 Hydro	2,909.92	3,418.68
5230 Heating	2,663.35	4,204.80
5233 Waste Removal/Recycle	376.81	1,656.04

5234 Water	187.07	653.09
5235 Custodian	6,304.00	13,625.00
Total B PROPERTIES	18,261.10	31,591.57
C FINANCIAL		
5250 Property Taxes	2,917.17	401.75
5260 Insurance	4,884.17	8,451.56
5280 Bank Charges/ Loan Interest	1,011.11	628.98
5285 PAR Processing	352.81	600.00
5290 Professional Fees	102.50	3,800.00
Total C FINANCIAL	9,267.76	13,882.29
D PAYROLL EXPENSE		
5410 Wages & Salaries	106,467.12	120,910.02
5420 EI Expense	2,447.71	2,646.95
5430 CPP Expense	3,601.58	3,827.00
5440 WCB Expense	264.43	323.28
5464 United Church Pension	9,121.20	8,891.04
5465 United Church Group Insurance	5,342.04	5,222.16
5470 Mileage	453.05	851.98
Total D PAYROLL EXPENSE	127,697.13	142,672.43
E CONTRACTS		
5505 Youth Leader	1,321.28	1,403.60
5510 Sunday School	28.75	2,732.08
5515 Music	8,105.00	10,496.30
5540 Facilities Coordinator		225.00
5542 Advisor	11,620.12	
5544 Communications & Social Media	14,498.64	
Total E CONTRACTS	35,573.79	14,856.98
F OFFICE & ADMINISTRATION		
5601 Church Office Expenses	2,493.79	4,137.72
5603 Meeting Expenses	186.43	
5605 Advertising	590.62	340.20
5607 Observer	15.89	351.42
5630 Presbytery & Conference	8,580.00	7,236.00
Total F OFFICE & ADMINISTRATION	11,866.73	12,065.34
G REDEVELOPMENT & OTHER EXPENSES		
5920 Sale of Property	78,106.20	48.70
5930 Redevelopment Expenses	372.71	
5940 YE Adjusted		-6,897.52
Total G REDEVELOPMENT & OTHER EXPENSES	78,478.91 -	6,848.82
Total Expenses	295,868.11	219,558.78
Net Operating Income	- 216,540.00 -	119,418.65
Extraordinary Item		
Gain on Sale of Church	467,290.41	
Net Income (-Deficit)	250,750.41 -	119,418.65



Notes to the Financial Statements, 2016

Balance Sheet

The Bank account Tangerine Bank reflects the proceeds of the Sale of the Church Land and Building to 661523 B.C. Ltd, the developer, represented by Unity Properties Ltd for the price of \$1,450,000.00.

Subsequent Event

These balances were transferred to the Van City Bank, Victoria, as the primary account for operations on January 5th, 2017, with other operational funds held in the TD Bank.

The Accounts Receivable of \$8,722.00 are primarily funds due from Unity Properties Ltd, (Northwest Development) pursuant to an agreement for the operation of the building during the phase between sale and new construction. It provides that the space rental income received by the Church will be shared half each by the Church and Unity, and the expenses for Building Operation, including Repairs, Heating, Hydro, Waste Removal, Water\Sewer, Custodial and Administrative, will be borne by the Developer. This balance is due pursuant to the application of this agreement, for the period July 1 to December 31, 2016.

Prepaid Expense is Insurance.

The Fixed asset values have been set off against the sale of the Land and Building, and the Value of the Organ and Piano have been written down against contributed capital to a nominal amount of \$10,000.00

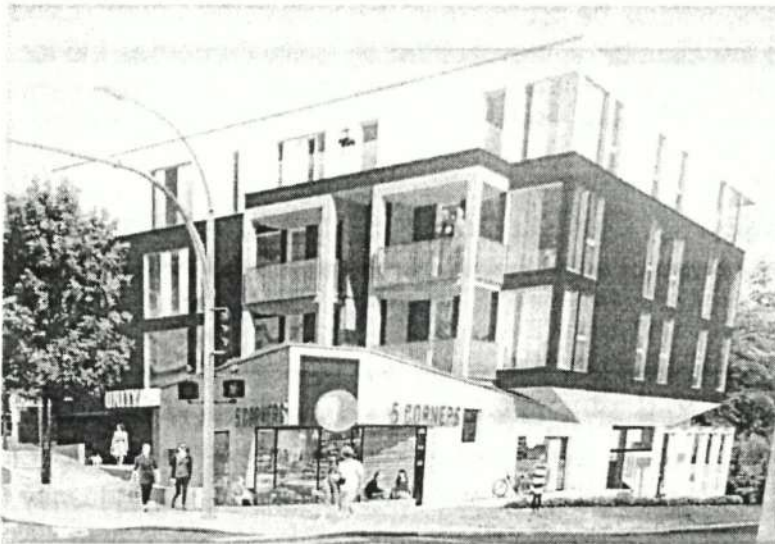
Under Liabilities, Deferred Revenue includes donated funds to be applied to future Church Programs.

Under Equity, the balance of Contributed Capital was the original proceeds of the sale of the Church Manse. These funds were utilized over the last few years to defray operating costs reflected in the accumulated deficit that is Retained Earnings.

Under Equity, there is a new account called Facilities Acquisition Reserve. This is the equity gained from the net sale of the Church Land and Buildings of \$1,229,413.25.

Subsequent Event

Part of the Development agreement involving the sale, which includes the building of a new apartment complex and space for a church and meeting rooms, includes a concrete commitment by the Church to either purchase from the Developer 2500 square feet of space for \$875,000.00, or rent (triple net) the same space for \$42,500 for a 5 year period. The Church is also committed to supporting the Developer in the Re-zoning needed for the new facility.



The Purchase or Rent actions must be taken upon completion date when the facility is ready for occupancy.

In the light of these legal promises and requirements, It would be prudent for the Board to set untouchable reserve amounts out of the proceeds of sale, in such an amount that the Church would be enabled to purchase and furnish the new facility upon completion.

Revenue Statement

The Shared Space rentals are net of the 50% due to the Developer from July 1 to Dec 31, 2016. Likewise the Building Costs are net of the amount charged to the Developer for the various costs paid by the Church.

The Extraordinary Item is the amount by which the sale proceeds of the Land and Buildings exceeded the book value. This resulted in the elimination of the deficit incurred during 2016 of -\$216,640.00, and a net posting to equity in Net income of positive \$250,750.41.



**Fairfield
United**

RENTAL CONTRACT

Office Use:

Date Received:

DB-
CC+13/17

Contact Information

Organization: Coastline
Contact: Ivonne Hernandez
Phone: 250-580-8458
Email: ivonne_is@hotmail.com

Address: 11 Cooperage Plc

Use of the Space

Please describe your event:

Coastline music rehearsals

Rental Information

Unity Urban Properties Ltd. managed on behalf by Fairfield United Church agree to honor the previous agreement with Coastline until December 29, 2017. We would ask that Coastline finds a new rehearsal space for January 1, 2018.

Weekly Coastline rehearsals resume September 29, 2017 from 4:30-6:30pm, each Friday weekly.

In exchange, Coastline will either perform at services every month or provide a donation in exchange for the use of the rental space.

This rental agreement is on a month to month basis with donations due on the 1st of each month.

RENTAL PAYMENT

Amount Owning: n/a Date: _____

Payment Type: performances at services; dates to be discussed with Peter

KEY GIVEN TO

Name: Ivonne Hernandez Date Returned: _____

TERMS AND CONDITIONS

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Piano: Please do not move the pianos away from an inside wall or near the heaters as it will affect the tuning. Grand piano use requires prior permission from the Music Director.

Organ and Sound Equipment: The organ and sound equipment in the Sanctuary are strictly off-limits. Both have pre-set programs for Sunday services that require a professional to re-set. Should you need sound equipment for an event, the Church can provide a list of sound technicians familiar with our space. All final costs will need to be confirmed with the technician.

Kitchen: Kitchen use requires prior permission. There is a small fee for usage. VIHA requires a Food Safe certified person be present in the kitchen for all food preparation. Use of the dish sanitizer must be pre-arranged. All kitchen equipment **must be turned off** at the end of your event. All drinks and food must be supplied by the group using the space, including tea, coffee, milk and sugar. Unlabeled food items in the fridge will be disposed of weekly.

Payment: Please pay by cheque(s) made out to *Fairfield United Church*. Write group name (if different from that printed on the cheque) on the memo line. There is a \$35 fee for any NSF cheques.

Fire Hazards and Smoking: If members of your group smoke, please ask them to move away from our doors and windows and ensure that butts are removed. NO OPEN FLAMES are permitted. No smoking indoors. Please follow the Provincial Smoke-Free legislation.

Cleanup: Please return the facility to the way you found it. Clean-up must be completed and the facilities vacated by the time on your contract.

End Time: All events in the Fairfield United Church or Fairfield Hall must end by 11:00pm. We appreciate you respecting our relationship with our residential neighbours in this matter.

Garbage & Recycling: Please note that we use a private waste company. Please use the appropriate recycling containers. If you bring food, please take away anything that is unused after your event.

Lights and doors: Please be sure to turn off all the lights, including in the bathrooms and back staircases. Please double-check that all doors are securely locked before leaving the premises.

Insurance: The renter is responsible for the conduct of all guests and/or participants and will be liable for any damage or loss caused by these participants. The Waiver and Terms and Conditions Agreement must be signed by the renter. Please attach a copy of your Comprehensive General Liability

insurance (including bodily injury and property damage) naming Unity Urban Properties Ltd as additional insured.

Cancellation: Either party to this agreement may cancel this agreement by providing (1) month written notice.

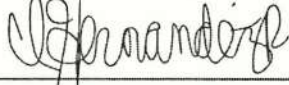
Limited agreement: Unity Urban Properties Ltd. and Fairfield United Church together with the City of Victoria are redeveloping the property at 1303 Fairfield Road. This contract agreement is until December 29, 2017 and no further extension will be available.

WAIVER

I agree to waive all rights to claims against **Unity Urban Properties Ltd.** managed on behalf by Fairfield United Church, for any loss or damage to property, owned or in the custody or control of the undersigned. I further agree to hold harmless **Unity Urban Properties Ltd.** for any loss, damage, injury or death to any of their group members as a result of any act or omission on the part of the above named. This waiver forms part of the Rental Contract agreement entered into by all parties.

On behalf of (organization) Coastline Youth Music Society,

I (print name) Ivonne Hernandez, have read, understand and accept these Terms and Conditions.

Signed  Date Oct 13, 2017

Please fill out the above info and submit to the church office either via email at office@fairfieldunitedchurch.com or in person. For office hours, please visit fairfieldunitedchurch.com or call 250-384-2425.
