

# Dunnville Christian School Facilities Rental Application & Agreement

**Policy # DCS901**

Policy Created/Approved: 2007

Date Last Reviewed/Edited/Approved: **February 2017**

## RESERVATION APPLICATION

**IMPORTANT NOTE: DCS is a PEANUT & SCENT FREE building**

Name of Group/Organization: \_\_\_\_\_ Adult Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ (Business): \_\_\_\_\_

The facilities are requested for: \_\_\_\_\_  
(type of activity) (# of people)

on the following date(s): \_\_\_\_\_  
(date) (opening time - no earlier than 7:30a.m) (closing time)

<u>FACILITIES REQUIRED</u>	<u>Rate</u>	<u>AMOUNT</u>
<b>Security Deposit</b> —required for all events, and is in addition to rental	\$60.00	_____
<b>Wheel Chair Ramp:</b> _____ <b>Not Needed</b> _____ <b>Needed</b>		_____

**CATEGORY #1** (includes: Lock-Up Fee)

**a. Receptions/Meetings (Minimal Kitchen - Coffee Pots Only – you supply Styrofoam cups, etc.)**

- 1 - 99 guests	\$130.00	_____
- 100 & over	\$145.00	_____

**b. Receptions (Full Kitchen – Plates, Cutlery, Coffee Pots, etc.)**

- 1 - 99 guests	\$160.00	_____
- 100 & over	\$220.00	_____

**c. Wedding/Anniversary/Party Previous Night Preparation & Set-up**

	\$60.00	_____
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**CATEGORY #2** (includes Lock-Up Fee)

<b>a. Sporting Events:</b> - Evenings	\$60.00	_____
- Per Day	\$75.00	_____

Sports Equipment Requested: \_\_\_\_\_

<b>b. Athletic Field:</b> - Evenings	\$45.00	_____
- Per Day	\$65.00	_____

**MISCELLANEOUS:**

<b>Fundraiser events by DCS Students or DCS Committees:</b>	No Charge	_____
<b>Birthday Parties</b> (only for DCS Students after school hours)	\$60.00	_____
<b>Sound System</b>	\$15.00	_____

**OTHER:** (If you have the Booster Club catering your event, they will charge this to you in their invoice)

<b>Round Table Rental</b>	\$5.00/Table	_____
<b>Tablecloth rental</b>	\$3.00/Tablecloth	_____

**(Please provide 2 cheques – with the deposit fee separate-make out to: Dunnville Christian School) TOTAL FEES: \_\_\_\_\_**

**All fees and rental papers must be in place at DCS no later than two weeks prior to the event.**

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## RENTAL AGREEMENT

This Agreement is a contract between the Licensee/Renting Organization (Renter) and Dunnville Christian School (DCS). The agreement is considered confirmed when Dunnville Christian School has received the **deposit**, a **Certificate of Insurance** (when applicable) and is **signed by authorized representatives** of both parties.

**AGREEMENT:** DCS has the right to deny any rental request. The use of the facility by members, adherents, community organizations/groups or other third parties must be compatible with those for which the school exists. DCS therefore will not allow:

- Individuals or organizations whose known purpose or values are contrary to DCS's basic Christian principles.

**FACILITIES:** Renter shall ensure that only the space specified in the Rental agreement shall be used. The Renter accepts full responsibility for the conduct of attendees, and any damage caused to Dunnville Christian School by Licensees, members, and/or guests Renter is responsible to notify DCS of any damages or losses. Renter is to ensure that no persons present at the event permit any activity which may be an annoyance, nuisance or disturbance to DCS or to owners of adjoining properties, or which may cause damage to the DCS facilities or to the properties of adjoining lands. Any use of the facility that requires building attachments, erecting of stage, etc. must be pre-approved and done in consultation with the school staff and custodian. Nothing may be affixed to, or removed from the walls without permission. DCS reserves the right to book other activities in the building on the same day, providing they do not conflict with room(s) and equipment required. Hours of operation are from 7:30 a.m. and 12:00 p.m. on Saturday and 1:00 Monday to Friday. All activities must be over by 12:00 a.m. and the premises cleaned and vacated by 1:00 a.m., with the exception of Saturday evenings, when the premises must be vacated by 12:00 p.m. ***Please call the Secretary when done!!!***

**SECRETARY:** Marjorie Hoekstra: 905-701-3533  
The facility is expected to be vacated at or before the time contracted. No exceptions.

**SERVICES AND EQUIPMENT:** Use of the piano, or other school equipment, must be made in advance and the equipment is to be left in their fixed positions.

Only DCS approved technicians may operate sound and video equipment. No sound system should be brought into the facility without prior approval. PowerPoint/DVD/CD's should be received in the office one week in advance.

Renters are responsible for set up and take down of tables and chairs. Please leave the building the way you found it.

If you require the wheelchair accessible ramp, please indicate so on the form, and it will be made available for you.

**CANCELLATION:** The cancellations of events must reach the school office at least one week prior to the rental date in order to receive a refund of fees paid.

**PUBLICITY:** If the facilities are to be used for an advertised and public attendant function, Dunnville Christian School reserves the right to approve the proposed advertising BEFORE being made public. Therefore, such advertising must be forwarded to DCS for checking prior to publication ([secretary@dunnvillechristianschool.ca](mailto:secretary@dunnvillechristianschool.ca)). Any such event must reflect our basic Christian principles. With the initial call, questions will be asked by DCS personnel to determine if the event meets DCS criteria. Should DCS become aware at a later date that correct information was not provided by the renter and contravenes our school's basic Christian principles, the renter may forfeit the rental. Renter's publicity must not intentionally or unintentionally imply that the event is sponsored by Dunnville Christian School and must clearly indicate the identity of the sponsoring organization.

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**RESTRICTIONS:** Renter agrees to enforce these restrictions:

- Dunnville Christian School (DCS) is a **Smoke Free Building. SMOKING IS PROHIBITED BOTH IN THE BUILDING AND ON THE GROUNDS as per By-Law of Haldimand County.**
- The renter is solely responsible for the enforcement of all fire regulations and MUST ensure that obstructions are not placed in corridors or in front of fire exits.
- The renter is responsible for the supervision of children.
- The dishwasher is NOT to be used by renters. However, if you do wish to use it, you must get special permission from the Booster Club chair. Contact the office for the current Chair's name and phone number.
- The facilities of DCS will not be rented on Sundays except for church related activities and services.
- The consumption of alcoholic beverages, with the exception of wine (toasts), is prohibited. For wine, you must acquire a permit from the LCBO.
- The gym of DCS will not be rented for public dancing.
- The offices, classrooms, and library of DCS are NOT available for rental. The kitchen of DCS shall be available for the rental only in conjunction with the gym.
- Attendance according to the safe occupancy limit will be enforced.

**IN CASE OF FIRE:** Renter is responsible for the safe evacuation of their attendees, following exit instructions as posted. The renter is solely responsible for the enforcement of all fire regulations and MUST ensure that obstructions are not placed in corridors or in front of fire exits.

**OTHER RULES & REGULATIONS:**

- Should the facilities be required for a Funeral luncheon for members of the Bethel Christian Reformed Church, Grace Reformed Church or

members of the Dunnville Christian School Society, rental fees for the facility are waived. However, janitorial fees are still required, in the amount of \$60.00.

- Storage of materials is not provided.
- Request may be made for permission to decorate the gym on the day prior to the event. This may be granted, at the discretion of the office administration, and will be given if that request does not conflict with school needs. There is an extra fee for this, as indicated on the first page of the rental agreement.
- Those using the facilities of DCS shall be held responsible for the removal of all properties which they have brought to the building, and such removal must be made at the expiration of the rental period.

**INSURANCE:** Organizations or individuals using the facilities of the DCS assume full responsibility for the proper supervision of any activities they conduct therein and are solely responsible for any claims arising out of their improper supervision. **At no time, are renters, or their guests, to go into the loft, nor are the mats part of the rental.**

All private functions shall provide proof of liability insurance upon booking. Renter personally, and jointly and severally, agrees to indemnify and hold harmless Dunnville Christian School ("DCS") from and against any and all loss, claims, actions, damages, liabilities, costs and expenses, including reasonable legal fees, in connection with loss of life, personal injury, damage to property or any other loss or injury whatsoever arising from or out of any occurrence in, upon (indoors or outdoors) or at the leased premises or the occupancy or use by the Renter of the leased premises or any part thereof, or occasioned wholly or in part by any act or omission of the Renter or by anyone permitted to be on the leased premises by the Renter. If DCS shall, without fault on its part, be made a party to any litigation commenced by or against the Renter, then the Renter shall protect, indemnify and hold DCS harmless and shall pay all costs, expenses and reasonable legal fees incurred or paid by DCS in connection with such litigation. The Renter shall also pay all costs, expenses and legal fees

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that may be incurred or paid by DCS in enforcing the terms, covenants and conditions of this Agreement, unless a court of law shall decide otherwise. The Renter further expressly agrees that the foregoing Dunnville Christian School Facilities Rental Agreement is intended to be as broad and inclusive as permitted by the law of the Province of Ontario and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in the full legal force and effect.

**RATES:** All arrangements for the use and payment of the facilities of D.C.S. shall be made through the school Administrative Assistant. The Rental Agreement shall be completed and signed. A deposit of **\$60.00** is required at this time, in addition to the rental agreement fee.

The \$60.00 returnable deposit is required to reserve the facilities for the date(s) given and will be returned after the event, on the condition that the facilities have been returned to their original condition, and, if the kitchen has been rented, that the following rules have been adhered to:

1. The fridge and stoves are to be cleaned;
2. The floors must be dry-mopped and if food was served, they must be washed; (the equipment is in the janitor's room);

3. The renting party is responsible for the removal of **ALL** garbage;
4. Set-up and take down of chairs, tables, etc. is the responsibility of the renter;
5. Non-scuff shoes are a must for all sports activities.
6. **YOU MUST PROVIDE YOUR OWN TEA TOWELS & EXTENSION CORDS**
7. All food and beverages in the kitchen are the property of the Booster Club and may **NOT** be used by the renters.

**Full payment (in addition to the deposit amount) must be made no later than two weeks prior to the event.** Unusual costs of clean-up, loss of equipment and/or utensils and/or damage will result in additional charges. Balance of payment for rental will be invoiced to the Renter and paid accordingly. Application for special rates must be made in writing and sent to the attention of the Building Committee of DCS at least one month in advance of the function.

**Dunnville Christian School's** authorized representative has the right to visit the event to confirm compliance with this Agreement, and to cancel the contract or stop the event if not in compliance.

**FINAL NOTES:** Renter must have read this entire document & signed where applicable. Your signature implies that the Dunnville Christian School Facilities Rental Application Agreement (#DCS901) has been read and will be adhered to.

I hereby accept the stated terms, conditions, and prices, and further warrant that I have authority to sign on behalf of the **Renter**.

\_\_\_\_\_  
Name of Authorized Representative for Renter (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signed this day:

\_\_\_\_\_  
Name of Authorized Representative Dunnville Christian School  
(Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signed this day: