

Rental Policy
The Association for Christian Education of St. Catharines
(identified as “the Association”)

Facility Use and Policy

1. The school and its facilities belong to the Lord. All activities within should be consistent with this belief. Functions of the Association will receive first priority but, these facilities also serve to promote the school in the community and therefore the community will be accommodated whenever possible.

Reservation Policy

2. A completed rental agreement must be filled out and approved prior to the use of the rental facilities. A \$200 refundable security deposit and a \$50 non-refundable reservation deposit is required at the time of reservation. The balance of the reservation fee is due one week prior to the date of the event.
3. Rental fees do not include set-up or take down. Rental fees include the rental of facilities and the opening and the closing of the building only.
4. All arrangements for use of the facilities shall be made through the school custodian as authorized by the Association's building committee.
5. The Association may, at its sole discretion, with reasonable cause cancel this contract by giving the renter or representative oral or written notice of its decision
6. The Association reserves the right, through its representatives, to close any function for failure to observe good conduct. In these instances the renter forfeits their reservation fee as well as their security deposit.
7. Any long term rental agreements shall be arranged by the building committee and shall receive special consideration and are subject to review annually.
8. The refundable security deposit shall be returned within 30 days after it has been ascertained that no damages or breakage has occurred.
9. The facilities will not be rented on Sunday except for church services or by special permission.

Rental Use and Regulation

10. It is the responsibility of the renter to ensure that the facilities are neat and clean before leaving.
11. If required the security deposit will be used at a rate of \$25 per man hour to clean up.
12. If set-up is required arrangements for this service must be made at least two (2) weeks in advance of the function and is to be negotiated with the school custodian(s). A rate of \$25 per man hour will be charged.
13. Repair and/or replacement costs due to broken and/or damaged to equipment or other school property will be charged to the renter and must be reported.
14. The renter will ensure that the non-smoking policy of the school will be followed.

15. The Association will not be responsible for any personal injury, damage, loss or theft of articles of clothing or equipment of the renter or those attending on the invitation of the renter.
16. Alcoholic beverages shall be limited to table wine and beer with a meal. The renter is responsible for obtaining a permit from the Liquor Licence Board of Ontario and must abide by the regulations of the L.L.B.O.
17. When the kitchen is used by a non-member function a fee for kitchen supervision of \$10.00 per hour will be applied.
18. The use of the PA system shall be provided by a representative of the Association. A fee of \$50.00 will apply in all cases where the sound system is used during a rental.

The Association for Christian Education of St. Catharines "The Association"
Facility Use and Rental Agreement
Non-Members

Date: _____
 Renter/Convenor : _____
 Address _____
 Telephone: _____ Fax: _____
 Bus. Phone: _____
 Contact Person: _____

Reservation Date: dd ____ mm ____ yy ____
 Facilities Required: _____
 Time Requested: _____
 From: _____ Until: _____ # of People: _____

Please check the areas required

check √	Area and/or service required	Suggested Donation (\$)	Total (\$)
	General Use:Gymnasium- Elementary	300.00	
	General Use:Gymnasium and Kitchen- Elementary	500.00	
	General Use: Multi-Purpose Room- Elementary	300.00	
	General Use: Multi-Purpose Room & Kitchen – Elementary	500.00	
	General Use:Gymnasium- Secondary	300.00	
	Minor Use (B.D. parties and gatherings)- Elementary	75.00	
	Minor Use (B.D. parties and gatherings)- Secondary	75.00	
	Beacon Christian Secondary Lounge Use	25.00	
	Sport Equipment Use	10.00	
	Sound Equipment	50.00	
	Set-up Required (estimated time by custodian)	25.00/hr	
	Clean-up Required	25.00/hr	Deducted from the security deposit
	Kitchen Supervision	10.00/hr	
		Total Amount Due ⇨	

Terms and conditions

It is understood and Agreed upon by the parties hereto that the Association shall not be liable or responsible in any manner whatsoever for damages sustained by any party to the contract or by any other person, firm or corporation, and the renter agrees and undertakes to indemnify the Association or its member against any and all claims and expenses presented by person, firms, or corporation for any loss or damages resulting from: 1/ The Association being unable to perform the services set out in the contract as a result of any strike, flood, fire, force majeure, or God. 2/. The conduct of the renter or management of the function by the renter. 3/ The conduct of any person or persons attending the function. 4/ The loss or damages sustained in the areas of the Association facilities designed for holding of the function.

I HAVE READ THE RESERVATION FORMS CAREFULLY AND AM IN FULL AGREEMENT WITH THE RESERVATION POLICY, RENTAL USE AND REGULATIONS, TERMS AND CONDITIONS.

Renter/Applicant Signature: _____ School Agent Signature: _____
Date: _____

The Association for Christian Education of St. Catharines "The Association "
Facility Use and Rental Agreement
Members

Date:
Renter/Convenor :
Address _____

Telephone: _____ Fax:
Bus. Phone: _____

Contact Person:

Reservation Date: dd ____ mm ____ yy ____
Facilities Required: _____
Time Requested: From: _____ Until: _____ # of People: _____

Please check the areas required

check √	Area and/or service required	Rate (\$)	Total (\$)
	General Use:Gymnasium- Elementary	160.00	
	General Use:Gymnasium and Kitchen- Elementary	320.00	
	General Use: Multi-Purpose Room- Elementary	160.00	
	General Use: Multi-Purpose Room & Kitchen - Elementary	320.00	
	General Use:Gymnasium- Secondary	160.00	
	Minor Use (B.D. parties and gatherings)- Elementary	50.00	
	Minor Use (B.D. parties and gatherings)- Secondary	50.00	
	Beacon Christian Secondary Lounge Use	15.00	
	Sport Equipment Use	10.00	
	PA and Sound Equipment	50.00	

	Set-up Required (estimated time by custodian)	25.00/hr	
	Clean-up Required	25.00/hr	Deducted from the security deposit
		Total Amount Due ⇨	

Terms and conditions

It is understood and Agreed upon by the parties hereto that the Association shall not be liable or responsible in any manner whatsoever for any damages sustained by any party to the contract or by any other person, firm or corporation, and the renter agrees and undertakes to indemnify the Association or its member against any and all claims and expenses presented by person, firms, or corporation for any loss or damages resulting from: 1/ The Association being unable to perform the services set out in the contract as a result of any strike, flood, fire, force majeure, or act of God. 2/. The conduct of the renter or management of the function by the renter. 3/ The conduct of any person or persons attending the function. 4/ The loss or damages sustained in the areas of the Association facilities designed for holding of the function.

I HAVE READ THE RESERVATION FORMS CAREFULLY AN AM IN FULL AGREEMENT WITH THE RESERVATION POLICY, RENTAL USE AND REGULATIONS, AND TERMS AND CONDITIONS.

Renter/Applicant Signature: _____ School Agent Signature: _____
Date: _____