

**GUIDO DE BRÈS CHRISTIAN HIGH SCHOOL  
RENTAL AGREEMENT  
(Effective Jan 1, 2019)**

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

A. Name of contact person(s) and organization: \_\_\_\_\_

\_\_\_\_\_

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

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

B. Date of event: \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_

C. Number of people expected: \_\_\_\_\_

Is food being catered in? \_\_\_\_\_

Will you need the use of kitchen facilities? \_\_\_\_\_

Please specify: \_\_\_\_\_

\_\_\_\_\_

Will you need the Ladies Auxiliary dishes? \_\_\_\_\_

D. Purpose of event: \_\_\_\_\_

\_\_\_\_\_

E. Serving of alcoholic beverages? \_\_\_\_\_

Refer to item 10 of the rental agreement regarding your obligations.

F. Special instructions: \_\_\_\_\_

\_\_\_\_\_

To be filled in by the school office

Facilities Required		Cost	Amount
1.	Gym for weddings, receptions, etc. including use of kitchen – dishes not included.	\$500.00	
2.	Use of kitchen dishes, coffee pot, cutlery, etc., payable to Ladies Auxiliary. All breakage must be replaced.	\$150.00	
3.	Gym or Music Room for a meeting, including use of kitchen for serving coffee – dishes not included.	\$150.00	
4.	Gym for family function less than 100 people, including specified sports equipment.	\$200.00	
5.	Use of gym for sports activity, plus designated equipment. 1. One evening 2. One evening / week of school year (two equal payment made at beginning of contract)	\$150.00 \$1500.00	
6.	Rental of class room	\$50.00	
7.	Use of sound system with technician and/or projector	\$75.00	
8.	Payment for custodian, if required, for opening and closing school – payable to school to be forwarded to custodian	\$150.00	

Total Payment to School (cheque #1) \$ \_\_\_\_\_

Total Payment to Ladies Auxiliary \$ \_\_\_\_\_

Key Deposit (\$50.00) \$ \_\_\_\_\_

Damage deposit (\$200.00) (cheque #2) \$ \_\_\_\_\_

Setting up of the facilities is the renter's responsibility.

All items are to be returned to their original location.

Additional notes: \_\_\_\_\_

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# **GUIDO DE BRÈS CHRISTIAN HIGH SCHOOL**

## **RENTAL POLICY**

**(Updated November, 2018)**

1. Persons or groups using the facilities of the Guido de Brès Christian High School assume full responsibility for the proper supervision of any activity, the conduct therein, and are solely responsible for any claims arising out of their improper supervision, or arising in any other manner, as applicable to facilities, equipment, etc.
2. Rental of the premises limits the use of facilities and equipment to those that have been specifically requested as indicated on the application form.
3. The Board is not responsible for personal injury or damage, or for theft of personal effects or equipment of the applicant, or for any person attending on the invitation of the applicant. The Board accepts no responsibility for equipment left on the premises by the renter.
4. The Board of Guido de Brès reserves the right, through its representatives, to close any function for failure to observe proper conduct, or failure to comply with any of the listed regulations.
5. There are no rentals on Sunday except church functions or by special Board permission.
6. Rental of the facilities to minors will be arranged only after the proper supervision by an adult is guaranteed.
7. All Guido related activities shall override all uses of the school by outside or fundraising groups.
8. Compliance must be met at all times with the Fire Department Occupancy Regulations which are posted in the gym by the doors.
9. Smoking is prohibited at all meetings, receptions, and weddings within the building and immediate property.
10. Consumption of alcoholic beverages is permitted in a Christian and legally approved manner.
  - I. Persons renting the facility are responsible for obtaining a Special Occasions Permit (SOP) from the Alcohol and Gaming Commission of Ontario and submitting a copy of the same a minimum of 10 days prior to the event.
  - II. Consumption of alcohol is permitted in the gym area only.
  - III. Persons renting the facility for a SOP event shall obtain a minimum of \$2,000,000 Party Alcohol Liability Insurance and shall provide proof thereof a minimum of 10 days prior to the event.
11. Dancing and gambling are prohibited on all school premises.
12. Street shoes may not be worn in the gym for sports activities.
13. Subletting of the facility is not permitted.
14. The sports equipment is not intended for outdoor use.
15. It is the responsibility of the renter to ensure that no neighbours or outsiders wander through the school.

## **APPLICATION AND PAYMENT REGULATIONS**

1. Application for the use of the school facilities must be forwarded in **WRITING** to the Principal, **AT LEAST** two weeks in advance of the engagement. A damage deposit of \$200.00 is required at this time. The cheque is held until one week after the contracted event. If there is no damage the cheque will be returned. If there is damage, the cost will be deducted from the deposit. If damage exceeds the deposit, the group renting the facilities will have to pay the extra amount.
2. Payment for the use of the facilities must be received at the school office at least one week prior to the event. Make cheque payable to: **GUIDO DE BRÈS CHRISTIAN HIGH SCHOOL**. Separate payments to the custodian and Ladies Auxiliary must also be made at least one week prior to the event. All cancellations of the events must reach the school office at least one week prior to the engagement date. A full refund will be arranged.
3. Rental of the gym will permit access to the gym, change rooms, washrooms, some sports equipment, kitchen and lobby area only; the rest of the school is out of bounds and no entry is permitted.
4. If required, use of the gym sound system requires a Guido approved technician.
5. Fees are as per attached sheet.
6. Rental of the facility is restricted to members of the supporting church community. Public polling station will be permitted, as the only exception.
7. When rental is for a sports organization, the renting party must provide Guido de Brès Christian High School with a certificate of insurance with a minimum of \$2,000,000 coverage, listing Guido de Brès Christian High School as additional insured.
8. The keys will be given a couple of days prior to booking date upon receipt of a \$50 key deposit. This deposit will be returned if the keys are returned within a week of the rental.
9. Violation of the terms of agreement will result in forfeiting the deposit.

## **SETUP AND CLEANUP REGULATIONS**

1. The renter is responsible for organizing the setup for an event and for returning all furnishings to their proper storage areas immediately afterwards.
2. The renter is expected to provide their own linens (dish cloths, tea towels, table cloths).
3. The renter is expected to double-bag all garbage and leave it in the kitchen.
4. The possibility exists to arrange a mutually agreeable time for setup of the facilities for an event, provided the school program will not be affected.
5. Arrangements to open doors for deliveries, setup of sound systems, etc. are the responsibility of the renter, and must be made with the school office. If a sound system is needed the renter must arrange with the school office for the school to set it up.
6. The renter must follow the pink "Gym Rental Closing Check List" posted in the phys ed office and in the kitchen.