

**GUIDO DE BRES CHRISTIAN HIGH SCHOOL
RENTAL AGREEMENT
(Effective July 1, 2011)**

Date: _____

A. Name of person(s) or 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 9 of the rental agreement regarding your obligations.

F. Special instructions: _____

School Authorization: _____

Renter Authorization: _____

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. Additional \$5.00 per round table – 30 available. Each table seats 6-8 comfortably.	\$150.00	
3.	Gym or Music Room for a meeting, including use of kitchen for serving coffee – dishes not included.	\$150.00	
4.	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	
5.	Rental of class room	\$50.00	
6.	Use of sound system	\$75.00	
7.	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 \$ _____

Damage deposit (cheque #2) \$ _____

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

All items are to be returned to their original location.

Additional notes: _____

GUIDO DE BRES CHRISTIAN HIGH SCHOOL

RENTAL POLICY

(Effective July 1, 2011)

1. Persons or groups using the facilities of the Guido de Bres 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 Bres 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. No rentals on Sunday except church service or 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. The fire department regulations permit a total of 600 persons in the gymnasium.
9. Smoking is prohibited at all meetings, receptions, and weddings within the building and immediate property.
10. Alcoholic beverages may be served in the gym under special conditions which are:
 - I. A toast plus two additional ounces of alcohol may be served:
 - II. The renter will obtain a temporary liquor license, to be submitted at least 10 days prior to the event:
 - III. The renter will obtain liability insurance of not less than two (2) million dollars and a copy thereof to be given to the office..
 - IV. The renters will request a letter from the principal stating that liquor may be served.
11. Dancing and gambling are prohibited on all school premises.
12. Street shoes may not be worn in the gym for sports activities.

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 for items 1, 3 and 4.2 in the fee schedule. 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 BRES 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 for sports activities excludes use of all other rooms except for washrooms and change rooms.
4. Fees are as per attached sheet.
5. Rental of the facility is restricted to members of the supporting church community. Public polling station will be permitted, as the only exception.

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 bag all garbage.
3. 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.
4. 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.