



REDEEMER CHRISTIAN HIGH SCHOOL

82 Colonnade Road – Ottawa, ON K2E 7L2
Phone: (613) 723-9262 Ext. 21 Fax: (613) 723-9321 Email: info@rchs.on.ca

FACILITIES RENTAL AGREEMENT FORM 2016-2017

Name of Applicant/Organization: _____

Adult Supervisor: _____ Title: _____

Billing Address: _____
No. Street City Postal Code

Telephone _____
Home Work Cell

Email address _____

Room(s) required:

Date(s) required:

Hours required: _____ Expected number of participants _____

Intended use:

Special requirements:

I hereby waive any claim against Redeemer Christian High School (Redeemer) and agree to defend, indemnify and hold Redeemer harmless from any claim or liability for injury or loss, which may arise because of using Redeemer facilities. I agree further to compensate Redeemer for any time spent or expenses incurred in defense of any such claims in accordance with prevailing fees and costs. I also agree to maintain sufficient and proper insurance coverage for use of the approved facilities on this form, and upon request from Redeemer, provide a Certificate of Insurance showing Redeemer as the additional co-insured party on the insurance policy.

The Rental Agreement will be in force for the duration of the contract. New contracts are to be signed at the beginning of each school year. Current fees in force until August 31, 2017

Summary of Rental fees for September 1st, 2016 – August 31, 2017:

- HST is extra. Not included in the rates shown below.
- Gym, \$80.00/hour (Half gym \$50.00, including discount)
- Cafeteria with kitchen, \$52.00/hour
- Cafeteria without kitchen, \$40.00/hour
- Drama Room (108) \$46.00
- Regular classroom \$26.00/hour

(Long-term renters, six months or more, contact the office for fee schedule) Minimum rental is two hours. Refundable damage deposit of \$200 and key deposit of \$100 is required. Additional janitorial fee of \$50/hour for cleanup may be assessed. Payments of fees are due two weeks in advance of event.

Redeemer reserves the right to cancel an agreement for due cause. Redeemer also reserves the right to cancel a particular rental date if the facilities are required for school use. Two week's notice will be given to renters.

Signing of this form also indicates agreement with the rules and regulations on the back of this form.

Date: _____ Signature of the Adult Supervisor: _____

Date: _____ Signature of Redeemer Principal or Designate _____

Rules and regulations for use of the facilities of REDEEMER CHRISTIAN HIGH SCHOOL (Redeemer)

- The educational activities of Redeemer have priority over all other uses. Renters will be given two weeks' notice if the facility is not available to renters.
- An adult supervisor must be on site and in charge of activities at all times and enforce all agreements, rules and regulations. Redeemer reserves the right to decide when and if security or supervision is required. Such special security or supervision, if required, will be charged to the applicant.
- Use of Redeemer facilities shall be consistent with the policies and traditions of Redeemer. The school reserves the right to decide what is unacceptable.
- The Redeemer representative on duty is in charge of Redeemer and their instruction must be followed. Unsatisfactory reports may result in cancellation of the rental agreement. Any damage or breakage of Redeemer property is the responsibility of the applicants and will be charged to the adult supervisor.
- For any non-sports activity in the gym the floor covering must be put in place.
- Redeemer facilities will only be made available within the approved time as indicated on the application. The facilities must be vacated by the approved time. All doors to which renters have keys are to be locked before leaving the building and the security alarm is to be set if there are no other renters or staff members on the premises. All lights need to be turned off where possible.
- Renters who are provided with keys to the facilities must sign and follow the "Redeemer Christian High School, Door Key Control Procedure".
- Redeemer will not accept responsibility for any equipment left in the school by renters.
- Non-marking, light coloured shoes must be worn in the gymnasium. Black soled or heeled footwear, including athletic, casual or dress shoes, is strictly prohibited. Outdoor soccer balls are not permitted in the gymnasium. Any required cleaning of marked floor from improper use will be charged to the adult supervisor. Boots or overshoes must be removed before entering the gymnasium or the drama room, carpeted areas and classrooms. Each group is responsible for their own consumables (balls, birdies, etc.) and must return all equipment to their proper storage place.
- The cafeteria kitchen is a heat-and-serve facility. Preparation of food that may cause grease-laden vapour, as happens with frying and deep-frying, is not allowed due to the absence of proper exhaust equipment in this facility.
- SMOKING is NOT PERMITTED on Redeemer property at any time.
- The use or serving of ALCOHOLIC BEVERAGES is prohibited on the property of Redeemer.
- The rental agreement does not include the use of Redeemer's audio, video equipment or overhead projectors.
- The following rooms are to be used only by school personnel: offices, library, art room, science labs, technology area (Room 109), mechanical rooms and electrical room.
- Only those areas authorized for the use on the application form may be used. Use of areas beyond those identified on the permit will result in termination of the application.
- Exits and entrances must not be obstructed at any time. **Parking of vehicles in fire lanes is prohibited.** Persons who do so risk having their vehicle ticketed and/or towed away at their own expense

I have read the rules and regulations as printed above on this application and as the adult supervisor agree to comply to and enforce them as printed.

This form needs to be signed by the Adult Supervisor and the Principal or designate of Redeemer on the other side of this form.