

6.2 RENTAL POLICY

Established: October 12, 2010

Authorization: Board of Directors, UNITY Christian High School

Next Review: October, 2014



UNITY CHRISTIAN HIGH SCHOOL RENTAL AGREEMENT

Name of Organization: _____

Address: _____

Tel Number: _____

Primary Contact: _____

Tel. Number: _____

Date(s) of Rental: _____

Time(s) of Rental: _____

Purpose of Rental: _____

Rooms/Facilities Required: _____

Additional Services or Requests: _____

Conditions:

- 1) This Rental Agreement is non-transferable.
- 2) Unity Christian High School retains the right to use or allow others to use the building at the same time, provided that they do not conflict. School activities will have priority on booking.
- 3) The renter assumes responsibility for the observance of the attached Unity Christian High School Rental Terms and Conditions and by signing agrees to be bound by said Terms and Conditions.
- 4) The renter will be responsibility for any and all damage, losses or liabilities to property and/or equipment caused or resulting during period of use.
- 5) When leaving the building the renter will ensure that the building is unoccupied, locked and secure, with all lights (except security lights) turned off, or will make known to the current inhabitants that he/she is leaving.
- 6) In order to defray the cost of a custodian before, during and after the rental use of school facilities, and if necessary the cost of cleaning the facilities after use, the estimated custodial/clean-up, if applicable, shall be paid.
- 7) Any costs, damages, losses and expenses incurred by Unity CHS as a result of the Renter's use, will be charged to the Renter, including custodial time, maintenance and security.
- 8) Proof of insurance ("Certificate of Insurance") may be required at the request/discretion of the school.
- 9) It is the renter's responsibility to arrange insurance coverage for the group using the school's facilities.

PAYMENT:	Cost of Rental	\$ _____
	Payment Received	\$ _____
	Cost of custodial activity	\$ _____

SIGNATURE: _____
(Primary contact of renter)

Date: _____

SIGNATURE: _____
(for Unity Christian High School)

Date: _____



UNITY CHRISTIAN HIGH SCHOOL

RENTAL TERMS AND CONDITIONS

Preamble

The school rental policy is put in place for the safety of our renters and the safety of the school. We therefore need the cooperation of everyone wishing to rent our facilities, school members or not, to adhere to the contract and the forms that are issued for that specific rental.

All rentals will be dealt with through the school administrative assistant in the main office.

Between Unity Christian High School (the School) and the named applicants - organization (the Renter).

UCHS is owner of an independent school facility (the Facility) in Barrie, Ontario and has agreed to permit the Renter to use a portion of the Facility in consideration of the Renter agreeing to the terms set out below:

Designated Space

The portion of the Facility to be used by the Renter (the Designated Space) is confined to the area(s) specified on the rental agreement. All premises must be left in an orderly and clean condition. All rooms must be put back in the same condition as when they were found.

Purpose

Topics for discussion, and names of speakers with their affiliation, must be disclosed at the time of the booking. Meetings disruptive to the normal operations of the school are not permitted.

Sale of any goods and/or services by commercial organizations is subject to approval by the school at time of booking.

The purpose for which the Renter may use the Designated Space (the Purpose) is specified on the rental agreement and use of the Designated Space for any other than the Purpose is prohibited. The school reserves the right to refuse bookings. The meeting or event does not imply endorsement of the school as to the context of the purpose.

Term

The Renter may use the Designated Space for the Purpose indicated and for the specific times (the Term) as stated on the rental agreement.

All persons associated with the term must agree to leave the building at the times specified when the room booking arrangements are made.

Fee

Rental fees are payable to Unity Christian High School.

A) Short Term ("one time"): the signed agreement together with full payment must be received by Unity Christian High School, five days prior to rental, unless otherwise arranged.

B) Long Term ("regular"): The fee for use of the Designated Space for rental is payable by the Renter within thirty days of the date of invoice. Interest on overdue accounts will be paid at the rate of two percent per month.

Damage Deposit

The Renter shall pay a \$50.00 deposit before the commencement of the Term. At the option of the School, the Deposit will be returned to the Renter upon final payment of all fees or other charges, or may be applied to the cost of necessary maintenance or repairs arising out of the use of the Designated Space or other parts of the Facility by the Renter.

Rental Agreement

The School will issue a rental agreement to the Renter upon agreement to the terms and conditions within. The Rental Agreement is non-transferable.

Other Charges

Where the School and the Renter have agreed that the School will provide services in addition to the use of the Designated Space, the charges for any such additional services and any agreed upon terms are described in the Rental Agreement.

Custodial staff will be required to clean the facilities subsequent to its use by the Renter. An additional cost of \$40.00 is applied to the rental fee to do that cleaning.

The custodial staff is required to open and close the building prior to and subsequent to the rental, and an additional charge of \$10.00 for opening and/or closing will be applied to the total fee.

All of the fees will be determined at the time of the rental application.

Equipment of the School

Required supplies and materials, etc. will be provided by the renter. **Absolutely, no materials or supplies of any kind are to taken from school desks or storage areas.** The tables and chairs are for general use.

In the event that the Renter makes use of material or equipment of the School for the Purpose, or permits the use thereof by others, it does so at its own risk and undertakes and agrees that it will first examine and inspect the material or equipment to ensure that it is in all respects adequate and safe for the Purpose.

To protect copyright, only images (videos, DVDs, still etc.) with public performance rights may be shown to groups.

Respect for Law

The Renter will not conduct or permit any activity in the Designated Space or in any other part of the Facility which is in violation of Federal, Provincial or Municipal law or which is any way discriminatory or contrary to the Canadian Chartered of Rights and Freedoms. All activities must conform to the bylaws of Unity Christian High School.

Ingress/Egress

The Renter may make reasonable use of the roadways, walkways, corridors and stairways of the Facility for gaining ingress and egress to and from the Designated Space.

Aisles and exits shall be kept clear of all obstructions as all times.

Additional Restrictions

Neither the school nor the Renter will permit the use of alcohol or tobacco or any substance prohibited by law in the Designated Space or anywhere on the Facility, including the parking lot. The School is a smoke-free facility and as such there is to be no smoking by anyone, from the Renter to spectators on the facility. The school reserves the right to prohibit the use of alcohol on the premises. If the Renter chooses to serve alcohol, permission must be received in writing from the school, and the appropriate (liquor) licenses must be received as well. Lotteries, raffles and other games of chance are prohibited on school properties. The Renter will not sponsor or

permit any level of indecent activities, conduct, exhibits, portrayals or performances in the Designated Space or anywhere at the Facility. The determination of whether any activity, conduct, exhibit, portrayal or performance is indecent rests solely with the School. The Renter will not permit the use of vulgar or profane language at the Designated Space or anywhere else at the Facility. Food service is permitted. However this must be discussed at the time of booking to ensure specific allergic reactions are considered. **Unity does not permit peanut products in the school, so please refrain from bringing anything into the facility that may contain nuts.**

Safety and Supervision

The Renter must name a person, present during the renting, who will be held responsible for the supervision and all conduct of persons admitted to the facilities.

This designated member of the group must be in charge at all times. In an emergency, such as fire, this person will be responsible for directing the evacuation of the room(s).

The School has no special knowledge or expertise pertaining to the Purpose and will provide no supervision during the Term. The Renter represents to the School that it will provide appropriate supervision for the safe, efficient and effective conduct of the Purpose and further represents that in cases where the Purpose is the subject of government regulation or is governed by the rules or guidelines of a governing body, the relevant regulations, rules and/or guidelines will be followed.

Maintenance/ Repairs

The Renter is responsible for leaving the Designated Space or any material or equipment it uses in the same condition it was at the beginning of the Term. The Renter will not affix anything to any part of the Designated Space without the express written consent of the School. The Renter will be responsible for the cost of any maintenance, repairs or replacement made necessary by the Renter's use of the Facility, the Designated Space, materials or equipment unless the maintenance, repair or replacement has been caused solely by the action of the School.

The contract staff (eg.: custodians) is not available for duties during the rental, such as maintenance or repair.

Limitations of Use

The Renter is responsible for leaving the building areas and rooms used in a clean and fit condition after each use. Garbage generated during activities will be removed from the facility by the custodian. All furniture must be returned to its original location.

The individual/group is responsible for ensuring that the number of people in attendance does not exceed the maximum capacity of the room(s).

Any promotional material that includes the Unity Christian High School name must have prior approval from the school.

Indemnity

The Renter will indemnify and save the School harmless from and against any and all liabilities for personal injury or damage or loss to personal property sustained by the Renter or any person who may with the Renter's consent or acquiescence be at, on or in the Designated Space or anywhere else at the Facility. The Renter will indemnify and save the School harmless from and against any and all liabilities for personal injury or damage or loss to personal property sustained by the School or any other person which arises out of the use of the Designated Space or any equipment or material of the School by the renter or any person who may with the Renter's consent or acquiescence be on or in the Designated Space or anywhere else on the Facility.

Insurance

At the request/discretion of the school, the Renter hereby agrees that it has or will obtain before the beginning of the Term, and will maintain throughout the Term, public liability and property damage insurance, in the amount of not less than \$2 million, the form and insurer are to be satisfactory to the School. Such insurance will contain an endorsement naming the School as a co-insured and shall provide a waiver of subrogation in favor of the school. A copy of the policy shall be given to Unity Christian High School prior to the Term (see notes for signatures at the end of this contract). As a general rule, individuals and families, as well as groups directly hosted by Unity are exempt from requiring this certificate, inasmuch as the Renter's Homeowner Policy covers the insurance needs (for example: baby showers and other such personal "family" gatherings). Other organizations are generally require to obtain this certificate.

Parking

Parking is allowed only in designated parking areas.

Termination

In the event of a breach of any of the terms of these Terms and Conditions by the Renter, the School may, without prejudice to any other rights or remedies, terminate the agreement forthwith in which case the School shall have no further obligation or responsibility to the Renter.

The School may also terminate this agreement at its discretion provided that in such event, it will give reasonable notice to permit the Renter to make alternative arrangements. All outstanding Fees are to be paid prior to final use.

Cancellation

The Renter may terminate the agreement upon giving two weeks notice to the School. Provided such notice is given, "the Deposit" will be returned to the Renter. Otherwise, the School may retain such of "the Deposit" as is reasonably necessary to defray any losses suffered by the School as a result of the cancellation.

Unity Christian High School retains the right to use or allow others to use the building at the same time, provided that they do not conflict. School activities will have priority on booking. Unity Christian High School will attempt to provide the renter with at least two weeks' notice of superseding events.

Closure of the Facility Due to Weather or Other Reasons Beyond the Control of the School

In the event that the Facility is closed due to inclement weather or other causes beyond the control of the School or the Renter, the Renter's right to use the Designated Space is suspended and the Renter and the School will use reasonable good faith efforts to arrange for use of the Designated Space or other portion of the Facility at an alternate time. In no event, however, will the School be responsible for any costs, damages or losses incurred by the Renter as a result of such closure.

Notices

Our rental staff (705-792-6915) will be pleased to assist you with your needs and answer any questions that you may have to ensure that your event is a success.

Please sign below indicating your acceptance of Unity Christian High School's Terms and Conditions outlined herein.

We agree that we have liability insurance in effect, and that the particulars of such insurance are as follows:

Name of insurance company: _____

Policy number: _____

Limits of coverage: _____

Expiry date: _____

Name of insurance agent: _____

Agent telephone number: _____

FEES: Rental: _____

Custodial fees" _____

TOTAL: _____

(Deposit received): _____

Name of Organization: _____

Signature of Contact Person: _____

On Behalf of Unity Christian High School: _____

RENTAL FEE SCHEDULE 2014-2015

Description	Class A (Includes members and families of Unity Christian High School)	Class B (Includes non-profit church groups, sports, recreational service groups)	Class C (Includes commercial business groups which are generating a profit; generally require an insurance certificate)
PAC & Foyer	\$40/event	\$25/hour	\$60/hour
Classrooms	\$15/event	\$20/hour	\$35/hour
Student Lounge	\$15/event	\$20/hour	\$35/hour
Library	\$15/event	\$20/hour	\$35/hour

Extras:

1. Kitchen use will be no charge. Kitchen use is perforce restricted to sink, fridge and counter use.
2. The sound system will not be rented.
3. Overhead projector, screen, LCD projector – available without charge on request.
4. Piano recitals will be \$40/event (only for qualified pianists).
5. Damage deposit of \$250 (for one event) may be required before any rental takes place.
6. One-time renters must pay fees prior to usage.
7. CUSTODIAN FEE (opening/closing/checking facilities): \$10.00
8. CUSTODIAN FEE of \$40/event will be required on all rentals.

Discounts:

1. 25% discount off regular rates is available to long term renters, or anyone renting for 5 or more continuous times.
2. Special rates apply to “all day renters of the PAC” (6 hour or more time slots) of \$150/day for Class B and \$300/day for Class C. The custodian fee of \$50.00 is included in the “all day rate”.

**Special rates available at the discretion of the rental committee.*