Policy #912.1

TRENTON CHRISTIAN SCHOOL

Policy Update – January 2016
Replacing - October 2013

APPLICATION FOR USE OF FACILITY

Thank you for your interest in renting the facilities at Trenton Christian School. We appreciate that your upcoming event is very important and would like to assist you as much as possible.

Please find included in this package:

- Trenton Christian School Application for Use of Facilities
- Trenton Christian School Facility Rental Rates Schedule
- Trenton Christian School Facility Rental Terms and Conditions

In order to make this a smooth and efficient process, please take a moment to become familiar with our guidelines.

- ✓ Read the Facility Rental-Terms and Conditions before filling out the application.
- ✓ Complete the Application for Use of Facilities. Please be specific when answering all questions.
- ✓ Deliver your application to the school office, together with a $50.00 security deposit made payable to Trenton Christian School the security deposit will be applied to the final balance owing unless clean up or repairs are necessary.
- ✓ Ask your insurance company to issue a Certificate of Insurance with Trenton Christian School named as co-insured. You will be required to provide proof of $1,000,000.00 in liability insurance prior to your rental date. In the event that you cannot obtain a Certificate of Insurance you will be able to purchase coverage through the school for a nominal fee.
- ✓ Upon receipt of your application and security deposit, your event will be considered. Once your application has been approved, your event will be calendared.

Should you have any questions or require additional information, please contact the school office at the number above.

Sincerely,
Allen Bron,
Principal of Trenton Christian School

FACILITY RENTAL TERMS AND CONDITIONS

For the purpose of this document the following terms and conditions shall be used as the binding agreement between the Trenton Christian School Society and the applicant (hereinafter referred to as the "Renter").

APPLICATION AND PAYMENT REGULATIONS

- All applications for rental of the school facilities are subject to the approval of the Principal with input from the Board of Directors if necessary.
- The Board of Directors reserves the right to deny any applications that are deemed not to follow the values of the Trenton Christian School.
- The Renter must be twenty-one (21) years of age or older to rent the facilities and must be in attendance during the rental period.
- The Board of Directors reserves the right, at any time and at their discretion, to waive, reduce or increase the rental fee of a non-profit organization.
- Because of CRA rules we are unable to waive or reduce rental fees of private individuals.
- *The CRA states "When an "advantage" is received, a receipt may be issued for the difference between the advantage and the membership fee, provided the "advantage" does not exceed 80% of the membership fee or $75 (de minimis). Some examples of membership advantages are discounts on rentals, or free gift items."*
- A security deposit of $50.00 to reserve the facility is required when submitting the application. Full rental payments shall be received five (5) days prior to the rental date. Any usage of the facilities beyond the specified time shall be assessed at an hourly rate as detailed on the rental rates schedule. This does not give the right to any party to automatically use the facilities longer than specified.

CANCELLATION POLICY

Cancellation of the rental agreement must be made in writing seven (7) days prior to the rental date.
Any cancellation made within seven (7) days of the rental date will result in loss of the Renter's security deposit.

BUILDING SUPERVISOR ON DUTY

All events are required to have at least one person on building supervision duty for the entire time of set-up through clean-up of the Renter's event. A charge will be payable as outlined on the attached rental rates schedule. Building supervision will be coordinated through the school office.

DAMAGES

Under this agreement, the Renter agrees to accept responsibility for damages to furnishings, equipment and premises during the usage period. A security deposit of $50.00 is required and will be applied to the final balance owing after forty-eight (48) hours if no damages are incurred. However, if damages are incurred during the rental period, the Principal or a designated representative will assess the damages and the deposit will not be applied to the final balance owing.

RESTRICTIONS

- Smoking is not permitted on the school property (as per City of Quinte West Bylaws).
- Any open flame, other than the use of pre-approved candles and luminaries is strictly prohibited.
- Only clean, soft-soled, non-marking shoes may be worn in the gymnasium.
- Parking is permitted in designated parking areas only.
- Glitter and confetti are prohibited from use in the school.
- The facilities are not available after 11:59 pm on Saturdays. The facilities are not available on Sunday except for Church purposes with the Board of Directors' approval

CATERING AND KITCHEN USE

- Pot lucks and cold food platters brought in by the Renter are permissible. Any food brought into the school building MUST BE PEANUT FREE as we are a peanut sensitive school.
- If the Renter is doing pot luck or cold food platters, the Renter is required to provide his/her own food, coffee, condiments, etc. The Renter is also to provide his/her own napkins, table coverings and disposable dishes. Otherwise, the Renter is entitled to use the kitchen equipment such as stove, fridge, freezer and coffee pots. Instruction in the use of the appliances will be required. The Renter must ensure that all appliances are cleaned and turned off upon departure, and that the kitchen is tidy and ready for next use.
- Any catering companies being used by the renter must be approved by the school office.
- Any cupboards, items, etc. labeled for "Little Sparks Preschool" are to be out of bounds to the renter.

ALCOHOLIC BEVERAGES

No alcoholic beverages are permitted other than wine. The serving of wine must be responsibly monitored for moral, legal and safety reasons. The Renter is responsible for obtaining a liquor license and consumption is limited to two (2) glasses per person.

SETUP AND CLEANUP REGULATIONS

- The Renter is responsible for organizing the setup for an event and for returning all furnishings to their proper storage areas immediately following the event.
- The Renter is expected to bag all garbage and recycling and place bags in back hall by kitchen.
- The Renter must ensure that all windows and doors are checked upon departure to guarantee proper closure. The custodian on duty shall verify security prior to locking up.

OCCUPANCY RESTRICTIONS

The seating capacity is **not to exceed** what is listed on the "Notice of Occupancy" in the occupied room. The Gymnasium allows 464 non-fixed chairs, 507 chairs with tables (dining), 456 chairs with tables (dancing), and 586 chairs with tables (other) or 800 standing. The music room allows 60 chairs with tables or 60 non-fixed chairs.

INDEMNIFICATION

All organizations which apply for use of the facilities agree to save harmless the Trenton Christian School Society, its agents, and employees, against all claims of any nature and kind and costs which may arise out of or by reason of granting of the application; and against damage, infringement of royalty rights, charges, slander, sedition, or subversion which may occur as a result of public performance, actions or speeches, together with any costs which may arise in connection therewith.

LIABILITY INSURANCE

ALL applicants must provide a proof of liability insurance coverage in the form of a Certificate of Insurance. Most organizations may obtain the Certificate of Insurance from their insurance provider.

Should an individual or group who wish to rent the TCS facility for a private function be unable to obtain a Certificate of Insurance, then they may for nominal fee purchase liability coverage through Trenton Christian School. The Certificate of Insurance for liability insurance will be made available through the OACS Facility User Insurance Program. Please refer to the fee schedule in the Rental Binder for more details on the rates for various events.

It is important to note that the Certificate of Insurance is the users/renters proof of liability coverage they have purchased as additional "named insured" on the policy. The applicable liability coverage is only for the dates/times and described activities and/or events indicated on the Certificate. A copy of the policy will be provided to the user/renter upon request.

TRENTON CHRISTIAN SCHOOL
FACILITY RENTAL RATES SCHEDULE

Facility	Fee	# of Hours	Amount Owing
Gymnasium (2 hour minimum)	$20/hr		
Music Room (2 hour minimum)	$20/hr		
Gymnasium + Kitchen	$30/hr		
Music Room + Kitchen	$30/hr		
Total Facility (all day rental)	$400	---------	

	Fee	# of Hours	Amount Owing
Custodian	$16/hr		

Equipment	Fee	# Required	Amount Owing
Sound system	n/a	--------	Not available
Round tables (20 tables available)	n/c		0.00
Rectangular tables (15 tables available)	n/c		0.00
Chairs	n/c		0.00
Tablecloths (20 available)	$8.00 ea.		

Facility User Insurance - if required (refer to facility user rating chart in Rental Binder)				
Type of Event	**# of Participants**	**Rate/hour**	**# of hours**	**Total Rate**

Total Facility Rental & Insurance Fees	

Security Deposit (to be submitted with the initial application)	**$50.00**

The security deposit of $50.00 will be applied to the final balance owing after forty-eight (48) hours if no damages are incurred.

The Trenton Christian School facilities are also available during the school year on a weekly basis. Please contact the Principal for details.

TRENTON CHRISTIAN SCHOOL
APPLICATION FOR USE OF FACILITIES

Date of application: _____

Name of organization:

Name of contact:

Name Phone Number

Address:

Street City Postal Code

Nature of Event

Dates Required	Time Required	Estimated Attendance

Facilities desired:

☐ Gymnasium ☐ Music Room ☐ Total Facility

*See the attached schedule for rental rates.

Do you have any specific requests and/or require additional equipment that may need special consideration? Please specify:

_____

Do you need to purchase liability insurance coverage through the OACS Facility Users Insurance Program? ____
If yes, please refer to the Facility User Rating Schedule to determine the applicable fee.

_____

The applicant has read, understands, and agrees to comply with the Facility Rental Terms and Conditions of the Trenton Christian School Society. The applicant is at least 21 years of age and agrees to make amends for any loss or damages occurred to the building or equipment during the usage period. The applicant will provide Trenton Christian School with a Certificate of Insurance with a minimum of $1,000,000.00 in liability insurance. The applicant has attached a $50.00 security deposit that will be applied to the final balance owing should no damage occur.

Applicant's Signature: _____ Date: _____

For Office Use Only:

☐ Security deposit received ☐ Insurance Certificate received ☐ Custodian notified
☐ Approved by Principal ☐ Approved by Board (if required) ☐ Event Calendared
☐ Rental payment received ☐ Renter/User has been invoiced