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## RENTAL AGREEMENT

### Regulations

1. Smoking is prohibited on school property.
2. TBCS is a nut safe school. No peanut/nut products are allowed in the building.
3. Liquor of any kind is prohibited at all meetings except weddings, receptions or the like where wine up to two (2) servings may be served. The arrangement (license) is the renter's responsibility.
4. For sports activities in the gym, **proper white-soled gym shoes must be worn.**
5. Persons or groups using the facilities of the Thunder Bay Christian School assume full responsibility for proper supervision of any activity they conduct therein and are solely responsible for any claims arising out of the conduct of the applicant or any invitee of the applicant. The Board is not responsible for personal injury or damage or for the loss or theft of personal effects or equipment of the applicant(s) or for any person attending on the invitation of the applicant. The Board accepts no responsibility for equipment left on the premise by the renter.
6. Application for the use of the school facilities must be returned to the school at least two weeks in advance of the engagement.
7. All payments for use of the facilities must be made at the time of application. All cancellations of events that reach the school at least one week prior to the engagement will receive a full refund. Events cancelled less than seven days prior to the date will be subject to a \$20.00 fee but the balance of the rental fee will be refunded.
8. The Board of the Thunder Bay Christian School reserves the right to arbitrarily refuse the use of school facilities at any time up to and including the engagement date and the Board is not liable for any inconvenience, financial or otherwise, caused thereby.
9. The school principal will make every reasonable effort to plan outside activities around school dates. In the event that this is impossible and it becomes necessary to change a rental date, the new date agreed upon should be mutually beneficial to both groups. The school activities will have first priority.
10. The Board of Thunder Bay Christian School reserves the right, through its representatives, to close any function for failure to observe proper conduct or for failure to comply with any of the above regulations.
11. The Principal is the official representative of the Board in all rental matters.
12. All functions that require setting up or removing of chairs, tables, gym equipment, etc., shall be the responsibility of the renter. Renter is responsible to leave premises as they were found (i.e.) clean.



13. Before leaving premises person in charge is to turn out lights in main building, as well as in the washrooms. Also, it is his/her responsibility to check for running taps and toilets in the washrooms.
14. Persons renting facilities are to make their own arrangements ie: obtaining key and they are also responsible for locking up the building and returning the key.
15. Youth activities in the gymnasium shall be supervised by a **responsible adult**, acceptable to the Principal and to be **named at the time of the application**.
16. Facilities of the school will not be rented out on Sunday, except for church services and/or related activities.
17. The sound system can be made available. Any damages incurred to the sound system will be the responsibility of the renter. Appropriate personnel must be available to help with the set up and dismantling of this equipment and to ensure that there is no damage to the system.



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## FEE STRUCTURE

1. Two types of fee structure are in effect:

Class A - Any family or group of families or groups that are members of the Thunder Bay Christian School Society.

Class B - Any non-supporting individuals or group.

2. RENTAL FEES: These fees, A or B are for the use of the gymnasium only (including chairs, tables). All Renters will submit a\* \$100.00 Damage Deposit with their rental fee at the time of application. This will be returned upon delivery of building.
  - a. Hall Rental A = \$ 75.00  
(see #3 below for kitchen rental) B = \$125.00
  - b. Fees for church related groups (i.e. Teen Club, choirs, cadets, etc.) Can be negotiated with administrator.
3. Other Fees: The kitchen and coffee fee will be paid to the Booster Club. Please note if the event is catered by the Booster Club, the kitchen fee will be waived.
  - a. use of coffee necessities (percs) \$ 20.00
  - b. use of entire kitchen facilities for meals \$ 50.00Cheques to be made to Thunder Bay Christian School "Booster Club".

**\*\*\*Use of any kitchen facilities and equipment obligates renting party to clean to previous condition. \*\*\***

4. Notes:
  - a. For serving and/or preparing food, the Booster Club is available.

Contact: \_\_\_\_\_

5. Time:  
Six (6) hours limit daily. Rentals exceeding 6 hours are subject to additional charge of 50% of the rate applicable. All rental permits expire at 11:30 p.m. Saturday evenings and 1:00 a.m. on other evenings, unless extended by special permission of the principal/administrator. Kitchen during school hours must be cleared and posted on office calendar to avoid any student use conflicts.
6. Daily rental fees will be negotiable upon request and application.
7. \*Damage Deposit will be used to cover the following items, if needed:
  - a. Damage to floors, walls, lights, equipment, etc in school facilities.
  - b. For extra cleaning as required at the cost of \$25.00 per hour.
8. If a portion of the damage deposit is used, the deposit must be replenished before next use of facilities.

**T.B.C.S. IS A NUT SAFE SCHOOL - NO PEANUT/NUT PRODUCTS ALLOWED.**



**Application for the use of School Facilities**

**Name of rental party:** \_\_\_\_\_

**Name of person in authority:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

**Purpose of meeting(s)** \_\_\_\_\_

**Adult present at youth activities** \_\_\_\_\_

**Date(s)** \_\_\_\_\_

**Time(s)** \_\_\_\_\_ **a.m./p.m.** to \_\_\_\_\_ **a.m./p.m.**

**Type of fee, A or B Total fee** \_\_\_\_\_ **(see fee structure sheet)**  
**(Make cheque payable to Thunder Bay Christian School)**

**Equipment:** **Kitchen** \_\_\_\_\_ **yes** \_\_\_\_\_ **no**  
**Coffee Necessities** \_\_\_\_\_ **yes** \_\_\_\_\_ **no**  
**Tables? How many** \_\_\_\_\_ **Chairs? How many** \_\_\_\_\_  
**Gymnasium equipment (state)** \_\_\_\_\_

**Seating capacity:** **Chairs only** \_\_\_\_\_ **Tables & Chairs** \_\_\_\_\_

**CONTACT IN CASE OF EMERGENCY:**

Maintenance Bd. Rep. - Mr. Kevin Mol (577-7182)  
Principal - Mr. Peter Himanen

Please note that gym and kitchen reservations and all matters related to same are the responsibility of the administrator (Principal).

Please note that L.L.B.O. requires that a "special occasion permit" be posted when wine is served. Applications are available from any LLBO.

Please note TBCS is a nut safe school. No peanuts/nut products are allowed in the building.

The \_\_\_\_\_ has read and agrees to abide by the regulations as outlined in the Rental Agreement attached. The approved application will be forwarded upon receipt of payment.

Authorized representative's signature \_\_\_\_\_

Date of Application \_\_\_\_\_

Approved application date \_\_\_\_\_ Signature \_\_\_\_\_