



# Quinte Region Christian Schools FACILITY RENTAL AGREEMENT

## MONDAY–FRIDAY (Minimum 2 Hours)

	Classroom	Kitchen	Gym	Cafeteria (QCHS) or Music Room (TCS)	Gym & Cafeteria (QCHS) or Music (TCS)	Kitchen <sup>‡</sup> & Cafeteria (QCHS) or Music (TCS)	Gym, Kitchen <sup>‡</sup> & Cafeteria (QCHS) or Music (TCS)
Rate Per Hour	\$50	\$60	\$50	\$60	\$80	\$110	\$150

## SATURDAYS<sup>†</sup> AND SUMMER (July 1 to August 31) (Minimum 4 Hours)

	Classroom	Kitchen	Gym	Cafeteria (QCHS) or Music Room (TCS)	Gym & Cafeteria (QCHS) or Music (TCS)	Kitchen <sup>‡</sup> & Cafeteria (QCHS) or Music (TCS)	Gym, Kitchen <sup>‡</sup> & Cafeteria (QCHS) or Music (TCS)
Rate Per Hour	\$70	\$80	\$70	\$80	\$100	\$130	\$170

<sup>†</sup>SUNDAY RENTALS ARE ONLY PERMITTED FOR RELIGIOUS GATHERINGS

<sup>‡</sup> KITCHENS MAY ONLY BE RENTED TO THOSE WHO HAVE FOOD HANDLER TRAINING AND CERTIFICATION

## FIELD RENTAL

Fields are rented by the hour on weekdays as available. \$40/hour.

## BEACH VOLLEYBALL COURT RENTAL (Belleville Campus)

Volleyball courts are rented by the hour on weekdays as available. \$30/hour per court

## OUTDOOR BASKETBALL COURT/BALL HOCKEY (Belleville Campus)

The outdoor courts/rinks are rented by the hour on weekdays as available. \$30/hour/court/rink.

## EQUIPMENT

Badminton – 1 net & 2 posts	\$5/Day
Balls – VB, BB, Indoor Soccer	\$2/Day
Volleyball – 1 net, 2 posts/pads & ref stand	\$10/Day
6' Round Tables	\$5.00 per
8' Rectangular Tables	\$5.00 per
Chairs	\$2.00 per
Tablecloths – Please leave them behind in a basket for us to clean	\$10.00 per
Place Settings - Must be washed and put away	\$3.00 per



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Date(s) of Rental:				Estimated Attendance:		
Times (include AM/PM)	Set up	From: To:	Event	From: To:	Clean up	From: To:
Location:	<input type="checkbox"/> Quinte Christian High School <input type="checkbox"/> Belleville Christian School <input type="checkbox"/> Trenton Christian School					
Area(s) Requested:						
Intended use for the Rental:						
Organization:				Charitable # (if applicable):		
Name of Person Responsible:						
Mailing Address for Invoicing Purposes:						
Daytime Phone:				Email:		
Special Requests:						
Copy of \$1,000,000. <sup>00</sup> general liability insurance is attached (required):				Yes <input type="checkbox"/> No <input type="checkbox"/>		
Sports Equipment Required e.g. Volleyball Sets (Please list)				Yes <input type="checkbox"/> No <input type="checkbox"/>		
Will you require extra setup of chairs by QRCS (\$120 Fee Applies)				Yes <input type="checkbox"/> No <input type="checkbox"/>		
Will you be having food and/or beverages?				Yes <input type="checkbox"/> No <input type="checkbox"/>		
						<b>FEES</b>
Rental Fee per Hour:	<input checked="" type="checkbox"/>	Number of Days:		=		
Equipment Fee:	<input checked="" type="checkbox"/>	Number of Days:		=		
Building Supervision Fee: \$17.20/hour <input checked="" type="checkbox"/> _____ hours						
Chair Setup Fee (add if applicable)						
A non-refundable deposit of \$100.00 to reserve the facility is required when submitting an application. Make cheques out to <i>Quinte Region Christian Schools – re Building Rental</i>						
<b>Total Amount Owing to QRCS:</b>						



# Quinte Region Christian Schools FACILITY RENTAL AGREEMENT

**Quinte Region Christian Schools Facility Rental Agreement Between:** QUINTE REGION CHRISTIAN SCHOOLS (QRCS) and \_\_\_\_\_ (THE “RENTERS”).

## TERMS & CONDITIONS

For the purpose of this document the following Terms and Conditions shall be used as the binding agreement between QRCS and the applicant:

## APPLICATION

1. Applications to rent the facilities of Quinte Christian High School, Belleville Christian School, or Trenton Christian School must be made through the local school office during normal business hours (8:30AM–4:00PM Mon–Fri, Sept-June). QCHS: 613-968-7870 BCS: 613-962-7849 TCS: 613-392-3600 All applications for rental are subject to approval by the Campus Principal with input from the Board of Directors if necessary.
2. Rentals will only be considered and booked upon the receipt of your application, application fees (\$100.00 or 10% of full cost, whichever is higher) and certificate of insurance. Arrangements to discuss specific needs for your rental will also be made at that time.
3. QRCS facilities are primarily for the use of the students and their activities. At times, the school facilities will be made available for rental to groups in the community. **However, these groups are to understand that changes in school schedules may cause previous arrangements for the use of the facility to be rescheduled or cancelled. School events take priority.**
4. All rental other parties must be approved by the QCHS, BCS, or TCS Administration.
5. The Board of Directors reserves the right to deny any applications that are deemed not to follow the values of QRCS.
6. Monday-Fridays the Gymnasium is normally available for rentals after 6 pm.  
On weekends and during the summer, the school is available for rental from 7am – 11pm.  
Requests for time slots other than those listed above may be considered on an individual basis.
7. Standing reservations for regularly scheduled events may be confirmed for up to one year. A new application must be filed each year, along with current insurance information.
8. The Renter must be at least twenty-one (21) years of age or older to rent the facilities and must be in attendance during the rental period.

## RENTAL FEES

1. The Board of Directors reserves the right, at any time and at their discretion, to waive, reduce or increase the rental fees and in accordance with CRA rules.
2. The rental fees are subject to change without prior notification.



# Quinte Region Christian Schools FACILITY RENTAL AGREEMENT

3. An initial non-refundable deposit of \$100.00 or 10% of the full rental cost, whichever is higher, to reserve the facility is required when submitting an ongoing application.
4. The full rental payment is required upfront for one-time rentals unless other arrangements have been made. For monthly rentals, a monthly invoice will be sent out which **must** be paid in 30 days.
5. The Renter must notify the school office at least seven (7) days in advance if they want to cancel their event. The full rental fee will apply if prior notification has not been received. The rental fee will only be waived on short notification when bad weather is called for.
6. Any usage of the facilities beyond the specified time shall be assessed at an hourly rate (billed by the full hour) as detailed on the rental agreement.

## 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 afterward. Items may not be stored overnight without prior consent of the QRCS rental staff.
2. The use of tape, staples, nails, tacks, glue, and similar damaging items are prohibited for securing decorations to surfaces. Candles and luminaries may not be used.
3. The renter is expected to bag all garbage and put it in the dumpster.
4. Toilets must be checked and flushed as needed.
5. The possibility exists to arrange a mutually agreeable time for setup of the facilities for an event, provided school programs will not be affected.
6. Arrangements to open doors for deliveries, setup of sound systems, etc. are the responsibility of the renter, and must be made well in advance with the school office.
7. **The renter agrees to remove all street shoes before entering the gymnasium. Only suitable, clean, soft-soled, non marking shoes may be worn.**
8. Any group or individual using the facility under this agreement agrees to accept responsibility and make amends for damages to furnishings, equipment, and premises during the usage period.
9. The renter must ensure all windows and doors are checked upon departure to guarantee proper closure. The caretaker or its representative shall verify security prior to lock up.

## KITCHEN

1. Although our facilities are available to hold functions, QRCS is not a catering agency. **Catering and set-up is the responsibility of the renter.** It has to be clearly stated in the rental agreement if the party that is renting our facility, requests the use of our place settings, tables, table cloths. A rental fee applies for these items. Please contact the specific location for more information. All breakage and damages are



# Quinte Region Christian Schools FACILITY RENTAL AGREEMENT

extra and the responsibility of the party renting our facility.

2. In regards to the rental of the kitchen facility. Renters are required to provide their own food, coffee, condiments, etc. Renters are also to provide their own napkins and disposable dishes.
3. Renters may be entitled to use of the kitchen equipment such as stove, fridge, freezer, coffee pots. Instruction in the use of the appliances will be required. Renters must ensure that all appliances are cleaned and turned off upon departure, and that the kitchen is tidy and ready for the next use.
4. Please note that PEANUT products are NOT permitted in the building.
5. Alcoholic beverages are generally not permitted on school property. The serving of wine may occasionally be permitted; however, it 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 of legal drinking age. Smoking and narcotics are not permitted on school property. Failure to comply will result in refusal of permission to rent again. The renter is responsible for damages and clean-up incurred from smoking.
6. The facility is not available for any functions that include a dance.
7. All other rooms/areas other than the ones being rented are out of bounds. Only equipment specified in the rental agreement is to be used.
8. The facility shall not be available after 10:00 pm on Saturdays.
9. The facilities are not available on Sunday except for church purposes with the Board's approval.
10. Parking is permitted in designated parking spots only. Fire lanes on the school property must be maintained at all times. Parking in green areas is not permitted.
11. The signer of the rental application must be in attendance during the rental period.
12. All organizations which apply for use of the facilities agree to save harmless the QRCS, 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.

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I, \_\_\_\_\_ on behalf of \_\_\_\_\_ have read and understand the Rental Policy and agree to abide by the terms and conditions. I also understand that our use of these facilities is at our own risk, and thereby absolve QRCS from all claims arising there from. I have provided the school with a certificate of insurance with a minimum of \$1,000,000 liability and the non-refundable deposit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date