

# VANCOUVER CHRISTIAN SCHOOL

## SCHOOL FACILITY RENTAL AGREEMENT



Date of Application:	
Name of Organization:	
Type of Organization (please circle):	Profit or Non-Profit
Contact Name:	E-mail:
Contact Number:	Alternative Contact Number:
Billing Address:	

### Facility Requirements:

Room/Area of School required:	
<input type="checkbox"/> Main Gym	<input type="checkbox"/> Kitchen
<input type="checkbox"/> Lower Gym	<input type="checkbox"/> Lobby
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:
Equipment Usage:	
Other:	
Purpose of Use:	
Estimated number of participants:	Age range:
If there are participants under 19 years, Responsible Adult in attendance - Name and #:	
Admission/Fee/Membership charged? Y / N	If yes, amount charged?
Dates required:	
Day of the week: Time required:	<b>FROM:</b> AM / PM <b>TO:</b> AM / PM

# SCHOOL FACILITY RENTAL AGREEMENT

<b>Per Hour Rate:</b>		
<b>Day(s) / Month(s)</b>	<b># Hours</b>	<b>Total</b>
	<b>Total Fee</b>	

Renter agrees to pay Vancouver Christian School Association (VCS) the required fees for the rental, and reimburse VCS for any damage to the school building or equipment. Renter certifies that they have read the conditions and regulations, and agree to abide and adhere to them.

<b>SIGNATURE:</b>	<b>DATE</b>

**Keys Issued:**

Name	Signature	Date Received	Date Returned
#1			
#2			
#3			

**For Office Use ONLY:**

Date Received:	Staff:
Lead Principal Approval:	<input type="checkbox"/> Fees & Signed Agreement Received
	<input type="checkbox"/> Insurance Certificate Received
Signature <span style="float: right;">Date</span>	<input type="checkbox"/> \$100 Key Deposit Received



# SCHOOL FACILITY RENTAL AGREEMENT

## General Conditions and Regulations

1. All fees, dates and times must be clearly arranged and approved well in advance of facility use.
2. The renter must abide by the general conditions and regulations described below, and reimburse VCS for the cost of repair or replacement, should damage result from improper use of activity.
3. Reservations are finalized upon return of both: (i) signed rental agreement, and (ii) fees. The fees may include post-dated cheques or pre-authorized debit. There is a \$25 charge for non-sufficient funds.
4. Parking is available in the roundabout, behind the preschool or on Falaise Avenue by the park. No parking in lanes or in front of neighbour houses.
5. Activities taking place must conclude by **9:30 PM**, and the building must be vacated by **10:00 PM**, unless prior arrangements have been made and approved by the VCS Lead Principal.
6. Cleaning/Custodial services are the responsibility of the renter, and the rental area should be in the same condition it was in upon arrival. If required, an additional cost may be levied on groups not adequately cleaning after use.
  - a. Garbage and rubbish from inside of the premises should be swept up, removed and placed in the garbage bin outside. Countertops, tables and desks are wiped after use. Chairs and tables are returned to their proper locations.
  - b. For groups using the gym, the gym floor must be swept up after usage.
  - c. All doors should be checked before exiting, and windows should be closed. Make sure the building is secure before leaving.
7. The use of the facilities may be retracted and this agreement cancelled without notice if the facilities are used for a purpose that:
  - a. Was not intended or envisioned, or is likely to put the facilities at risk;
  - b. Might, in the opinion of the VCS Board of directors and/or the VCS Lead Principal, reflect harmfully on the reputation of the school, and its goals, aims or objectives.
  - c. Conflicts with the stated creed of our Christian community.
8. Rental bookings may be cancelled by school programs, providing 10 days' notice is given. In such cases, all efforts will be made to provide adequate notice beforehand.
9. The renter may not sublet use of facilities without prior consultation with the VCS Lead Principal.
10. Parking is only to be in designated parking areas. Please refer to the VCS Traffic Policy.
11. Facilities are rented on an AS IS basis (e.g. applies to suitability, condition and service). The renter accepts the premises at his/her own risk. After each usage, groups must insure that the facilities are left in the original condition.
12. Respect for property is understood. The renter is responsible for any damages occurring to the school, property, or equipment from the rental and will reimburse VCS for any such damage.
13. Adequate adult supervision is essential, and all persons renting the facilities are required to give this careful attention. The renter shall be responsible for the conduct and supervision of all persons admitted to the school building, and shall see that the conditions and regulations are observed. Children must be accompanied by an adult in all areas of the facilities at all times. It is the renters responsibility to inspect the facilities use on arrival and to make sure that the facilities are safe and provide supervision/direction. Sufficient supervision must be provided to prevent unauthorized persons from entering rooms or hallways, or using equipment not authorized in the rental agreement.
14. The renter may not make use of any special equipment without permission. The user may not make any changes in electrical circuits or systems, other than through the use of electrical outlets provided.

Initial

VCS

# SCHOOL FACILITY RENTAL AGREEMENT

## General Conditions and Regulations

15. The renter will be authorized to have access to the school premises. \$100 deposit is required when the keys are issued to the renter. The keys and the deposit will be returned to VCS at the end of the contract term. The renter will provide the name of the individual(s) to the Lead Principal. They will assume responsibility to ensure adequate supervision is maintained to ensure the safety of the school. No keys made be issued to any other individuals without the approval of the Lead Principal. Lost keys must be reported immediately to the Lead Principal. If keys are lost, the renter may be responsible for the fees associated with re-keying the facility.
16. The use of equipment must be arranged in advance with VCS. Equipment must be returned to its proper place. Damaged equipment will be replaced at the renter's expense.
17. No additional equipment or property of any nature may be brought into the facilities without prior approval. The user may not attach anything to the floors, walls or ceiling without first receiving approval. Any equipment or property permitted to be brought in must be removed immediately following termination of activities.
18. Municipal and Provincial fire and safety regulations and by-laws must be obeyed. These include not exceeding the seating capacity; and keeping exits clear. All exits and aisles must be kept free of obstruction in accordance with fire regulations. Fire escape doors are not to be used for general traffic except in cases of fire or emergency.
19. Consumption of alcohol on any portion of the building or school grounds is prohibited. Smoking of any substance is also strictly prohibited.
20. It is understood that no claims for warranty can be expressed or implied as to the fitness or condition of the facilities, and that the school is not responsible for claims of loss, damage, or injury to the participants covered by this commitment
21. The renter may not do or cause to be done anything in the accommodation which results in an increased premium for fire insurance or which may render such insurance void or voidable.

### INDEMNITY

22. The renter (the "Operator") shall indemnify and hold harmless Vancouver Christian School Association ("the School") and its directors, officers, trustees, employees, members and volunteers from and against every demand, claim, proceeding, cause of action, judgment and expense, and any other loss or damage, arising from any injury or damage to the person or property of the Operator, its directors, officers, agents and employees and any person entering upon the School Property under the express or implied invitation of the Operator, including but not limited to any bodily injury to any individual (including death) occasioned in any way during the time that the individual is on the School Property pursuant to the express or implied invitation of the Operator.
23. The Operator hereby waives any and all claims and rights, including causes of legal action, which the Operator may otherwise have against the School, its directors, officers, trustees, employees, members or volunteers, or any of them, in any way arising out of or connected to the use of the School Property by the Operator.

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# SCHOOL FACILITY RENTAL AGREEMENT

## General Conditions and Regulations

### LIABILITY INSURANCE

24. So long as the Operator is making use of any part of the School Property, the Operator will take out and keep in force commercial general liability insurance coverage against personal and bodily injury, including death, together with property damage coverage, with respect to the Operator's business and the Operator's use of the School Property or any portion thereof, such coverage to be on an occurrence basis and to have a limit of not less than \$2,000,000 in respect of any one occurrence. The Operator's insurance shall include the School as an additional named insured, and shall contain cross-liability and severability of interest provisions as well as a waiver of any subrogation rights which the Operator's insurer may have against the School, its directors, officers, trustees, employees, members and volunteers. The Operator will provide a certificate of insurance to the School prior to making use of any portion of the School Property, and shall provide replacement certificates of insurance from time to time prior to expiry of any policies of insurance.

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**INSURANCE AND INDEMNITY AGREEMENT**

TO: Vancouver Christian School Association (The School)

FROM: \_\_\_\_\_ (the "Operator")  
(INSERT NAME OF PERSON OR ORGANIZATION)

RE: Use of 3496 Mons Drive, Vancouver BC, V5M3E6 (the "School Property")  
(INSERT ADDRESS OF PREMISES BEING USED)

In consideration of the School permitting the Operator to make use of the School Property, the Operator agrees as follows:

1. So long as the Operator is making use of any part of the School Property, the Operator will take out and keep in force commercial general liability insurance coverage against personal and bodily injury, including death, together with property damage coverage, with respect to the Operator's business and the Operator's use of the School Property or any portion thereof, such coverage to be on an occurrence basis and to have a limit of not less than \$2,000,000 in respect of any one occurrence. The Operator's insurance shall include the School as an additional named insured, and shall contain cross-liability and severability of interest provisions as well as a waiver of any subrogation rights which the Operator's insurer may have against the School, its directors, officers, trustees, employees, members and volunteers. The Operator will provide a certificate of insurance to the School prior to making use of any portion of the School Property, and shall provide replacement certificates of insurance from time to time prior to expiry of any policies of insurance.
2. The Operator shall indemnify and hold harmless the School and its directors, officers, trustees, employees, members and volunteers from and against every demand, claim, proceeding, cause of action, judgment and expense, and any other loss or damage, arising from any injury or damage to the person or property of the Operator, its directors, officers, agents and employees and any person entering upon the School Property under the express or implied invitation of the Operator, including but not limited to any bodily injury to any individual (including death) occasioned in any way during the time that the individual is on the School Property pursuant to the express or implied invitation of the Operator.
3. The Operator hereby waives any and all claims and rights, including causes of legal action, which the Operator may otherwise have against the School, its directors, officers, trustees, employees, members or volunteers, or any of them, in any way arising out of or connected to the use of the School Property by the Operator.

The Operator acknowledges having read the foregoing and fully understands the same.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(PRINT NAME OF OPERATOR)

Per: \_\_\_\_\_  
Authorized Signatory