

VERNON
CHRISTIAN
SCHOOL



Elementary Campus
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Secondary Campus
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FACILITY USE & RENTAL POLICY

POLICY # 2227

Effective September 1, 2012

- A. **PURPOSE:** The School Board of the Vernon Christian School (the “Board”) will permit rental of its facilities to members of the Vernon Christian School Society (the “Society”), church groups, and to other commercial and community groups as long as the purpose for rental is not prohibited in or contrary to, either expressly or by traditional interpretation, God’s Word in the Holy Bible, and not offensive to the Board. In this policy, the school facilities include the buildings, grounds and any other facilities owned by the Vernon Christian School Society. The Board encompasses the Vernon Christian School Society board members and their designates appointed to act on their behalf.
- B. **SCHOOL FUNCTIONS TAKE PRECEDENCE:** School functions take precedence over other activities. Due to the complexity and timetabling of educational, custodial and maintenance programs, all rentals are subject to change from time to time without notice. Regular rentals are automatically cancelled during statutory holidays, Christmas, spring and summer breaks.
- C. **AS IS BASIS:** All facilities are rented on an “as is” basis. The renter accepts the premises at his/her own risk. It is the responsibility of the renter to inspect the facilities used on arrival and make sure that the facilities are left in **at least equal** to their original condition.
- D. **INDEMNIFICATION & INSURANCE:** The renter will indemnify and save harmless the Board and the Society from all manner of actions, causes of action, suits, debts, demands, losses, costs, claims, and demands what-so-ever arising either directly or indirectly as a result of the contract. The renter is to indemnify and pay the Board forthwith upon demand for any loss or damage or power wastage occurring to the property of the Society, resulting either directly or indirectly as a result of the use of the facilities under the terms of this agreement. The renter will complete the **INSURANCE AND INDEMNITY AGREEMENT** located on the back of the application form.
- E. **SUPERVISION:** No use of school facilities and premises shall be allowed unless adequate supervision is maintained. Only those parts of the building specified in the rental agreement shall be used. All other parts of the building are strictly **“out of bounds”**.
1. Where the accommodation is rented for a function with adults only in attendance, the renter must provide sufficient people to prevent unauthorized persons from entering rooms or hallways not authorized on the rental application.
 2. Where the accommodation is rented for a function with juveniles in attendance, the renter must provide adequate adult supervision (19 years of age or over). **Youth groups must have a named responsible adult in attendance at all times.**
 3. Supervisors must be present for the **duration** of the rental period.
 4. Supervisors must be available to assume supervision of individuals, especially minors, arriving in advance of the indicated starting time.
 5. The supervisors will make himself/herself known to the custodian in charge.
 6. The supervisor will ensure that parking is done only in designated areas.
 7. The supervisor will ensure that the grounds and parking lots are cleaned up of any litter left by those present at their function.

Organizations and persons who rent school facilities must undertake to prevent damage. They must see that the municipal and provincial fire and safety regulations and by-laws are obeyed and necessary exhibitors’ permits obtained. These include not exceeding the seating capacity and keeping exits clear. Smoking is not permitted anywhere on school property or grounds as per the Ministry of Education. All exits and aisles must be kept free of obstruction in accordance with fire regulations. Do not use fire escape doors except in case of fire or emergency. They must not be used for general traffic.

- F. **REVOKING OF RENTAL AGREEMENT:** Failure to comply with rental regulations and/or the instructions of a Board representative shall result in immediate cancellation of the rental. The renter understands and agrees that this agreement may be revoked or cancelled at any time with or without cause and that in the event of such revocation or cancellation there will be no claim or right to damage or expense whatsoever.
- G. **CANCELLATION OF RENTAL:** Rental contracts may be cancelled by the renter with 24 hours notice. If notice is not given 24 hours prior to the date of the rental, the rental fee may still be charged.
- H. **USE OF EQUIPMENT:** Access to equipment storage rooms is strictly prohibited unless special permission has been granted by the Board. Groups renting the gym must supply their own volleyballs, basketballs, pucks etc. Volleyball, badminton and basketball nets will be available for use but must be specified on the rental application. Organizations and persons using the school shall not have access or use of the audio/visual/sound/electronic equipment. Tables and chairs are not normally included in the rental agreement unless specifically requested on the Rental Form and agreed upon by the Board.
- I. **LEAVING PREMISES IN GOOD CONDITION:** The use, event or activity must be one that can be conducted in a reasonable and safe manner without undue risk of injury to people or damage to the school's facilities, property or reputation. The renter will be held responsible for all damage to the building, furniture, and fixtures occurring during the rental period. Renters shall ensure that all doors are closed and locked upon leaving. Any damage occurring due to failure to do so will be charged to the renter. Also, the renter is responsible for any cost involved in "locking up" facilities left open by the renter. Renters shall also ensure that the bathrooms, the entrance (and kitchen, if used) are clean, and that the gym floor is swept with the dust mop provided. Additional fees: If extra custodial time is necessary to clean the facilities after use, the cost will be in addition to the rates listed herein. No alterations, installation or fastening shall be permitted in any building unless authorized in writing. Renters shall remove all equipment, materials, or stage properties not belonging to the Society within twenty-four (24) hours of the event. No equipment or property belonging to the school shall be removed from the property without authorization from and on terms and conditions determined by the Board or designate.
- J. **FOOTWEAR / FLOOR HOCKEY / PROTECTION OF FLOORS:** The use of street shoes or other footwear, which would damage the floor of the gym, is strictly forbidden. Only non-marking soled shoes may be worn. Applications of powdered waxes or other substances to the floors is strictly prohibited. Floor hockey use is allowed. The use of the Society's floor hockey nets is allowed, provided this has been requested on the application form and approved. Groups must supply their own sticks. The sticks must be either wood or plastic, and NOT BLACK as this leaves marks on the gym floor. Tape is allowed on the tops and sides of the blades, but NOT on the bottom of the blades as this leaves tape residue on the floor.
- K. **FINANCIAL RESPONSIBILITY:** A \$100 deposit (or full rental amount if less than \$100) is required at the time the application is submitted. This amount will be deducted from the rental amount and the balance will be due upon invoicing.
- L. **ALCOHOL AND SMOKING:** The serving of wine at a wedding reception is permitted if prior Board approval is obtained. All other consumption of alcohol on the school premises is prohibited. Renters of school facilities must comply with all fire by-laws. Renters are reminded that a "NO SMOKING" policy is in effect at all times on the school property, premises and grounds as per the Ministry of Education.

- M. **KITCHEN USE:** Those groups wishing to use the kitchen facilities must obtain the approval of the Board. This occurs when Gym Use Rental Application Form is approved. Renters using the kitchen shall ensure that:
1. All garbage is properly bagged and taken to the garbage dumpster in the parking lot.
 2. No perishable foods are left in the fridge or on the counters.
 3. The premises, including the floor, are left in good order.
 4. Service wickets and doors are locked afterwards.
 5. Renters must provide their own tablecloths, tea towels, dishcloths, and soap.
 6. No dishes are to be removed from the school premises.
- N. **ALLERGENS:** No items which may cause allergic reactions (e.g. straw, hay, animals, peanuts, tree nuts, etc.) shall be brought in to the school.
- O. **RENTAL TIME:** Renters will adhere strictly to rental times indicated on the Rental Form, arriving on time and vacating promptly. Schools and school grounds shall be vacated by 12:00 midnight unless specifically requested on your Gym Use Rental Application Form and approved upon.
- P. **ADVERTISING:** No advertising may be done through the school, nor can advertising be attached to the outside of the school.
- Q. **SNOW REMOVAL:** In the event that, due to a rental event, snow removal must occur outside of the school's normal snow removal schedule, a fee of \$35 may be charged per removal occasion in addition to the rental charges.
- R. **RENTAL FEES:**
1. There is NO RENTAL FEE for school related activities.
 2. Hourly rates for Commercial rentals – General Use – (effective Aug 27, 2012)

Hourly rate	\$40.00
Minimum charge is 2 hours (\$80.00)	
 3. A \$100 deposit (or full rental amount if less than \$100) is required at the time the application is submitted. This amount will be deducted from the rental amount and the balance will be due upon invoicing.
 4. Snow removal - \$35 per removal if necessary.
 5. Minimum rental period is one hour.
 6. All fees are subject to change without notice.

S. **RENTAL PROCEDURES:**

1. GENERAL

- a. Any group interested in use of school facilities should contact the school administration as to availability of said facilities.
- b. Once dates have been agreed upon, a FACILITY USE & RENTAL APPLICATION FORM must be completed including the INSURANCE AND INDEMNITY AGREEMENT located on the back of the application form.
- c. Groups must pay their \$100 deposit (or full rental amount if less than \$100) at the time the application is submitted. This amount will be deducted from the rental amount and the balance will be due upon invoicing.
- d. Any changes to the signed agreement must be done through the Board.
- e. Any item not directly covered by this policy must be added to the application form and agreed upon and approved by the Board.

2. Those wishing to rent school premises shall appoint a representative to deal with the School Society's rental person. This representative shall be responsible for supervision of the event for which premises are rented, and shall be personally liable for any breach of this agreement.

T. **EXPIRATION OF THE AGREEMENT:** All agreements will expire on June 30 of each school year. Contracts must be applied for and renewed each year at the end of August for the following school year.

U. **EMERGENCIES** – In the event of an emergency, and you have to call 9-1-1, the school's phones will be unavailable to use. Therefore, it is advised that someone in attendance during your rental period carry a cell phone for emergencies. The address of each building will be posted inside each building, on the exterior walls. At the Secondary Campus, it will be just inside the front doors. At the Elementary Campus it will be just inside the doors, off of the parking lot, closest to the gym.