Facilities Rental Application & Agreement

Single Event Use

(Subject to revision without prior notice.)

Instructions:

A) Read this application/agreement in full, particularly Policies and Terms on reverse side, prior to having an authorized agent or officer sign the application.

B) Ensure the date you require is available, by contacting the School Secretary.

C) Complete the appropriate portions of the application, below.

D) Liability insurance coverage, for those who do not have coverage, offered by Ecclesiastical Insurance to renters/users of OACS school member facilities, is obtained by visiting https://schoolrental.insurecert.com. This user-friendly automated system provides online policy solutions for renter's special events/activities and is available 24/7. When renters have completed the online purchase of insurance, the school will automatically receive copies of insurance certificates via email. The school will verify that the information contained in the certificate matches the rental agreement and ensure it has a copy of the insurance certificate prior to allowing renters into space. The school is required to retain the certificates and the rental agreements for all users. These documents are required in the event of a claim.

E) Return the application to the school office along with any required documentation or deposit.

Please complete the following:

Date Requested: _____

Please describe the nature of the event: _____

Contact Name: _____ **Phone #:** _____

Organization: _____ **Email Address:** _____

Mailing Address: _____

_____

Will you be charging admission? ☐ YES* ☐ NO

*If YES, please state the amount $_____

SCHOOL AREA/FACILITY	HALF DAY (up to 3.5 hrs)	FULL DAY	HOURS REQUIRED	FEE PAYABLE
Gymnasium (equipment to be determined)	**$300.00**	**$500.00**		
Banquet Facilities (includes gym, kitchen, open area by the gym, tables & chairs) (	**$400.00**	**$600.00**		
Classroom (if available)	**$125.00**	**200.00**		
Janitorial fees will be assessed at $100 per event, but only if required. Clean up services, if deemed necessary after the event, result in a charge of $50/hr.	**$150.00**	**$150.00**		
***Breakage, if incurred, will be assessed at replacement value.**				
TOTAL RENTAL FEE (to be completed by KCS)				

It is understood and agreed between the Applicant and Kingston Christian School that an authorized agent or an officer for the above listed applicant organization has read and agrees to the responsibility of the applicant's observation of the Policies and Conditions found on the reverse of this agreement. The Applicant is understood to mean the individual or Organization listed above.

_____

Signature of Authorized Agent or Officer for Applicant

_____ _____

Please print signing agent's name Date

Kingston Christian School 1212 Woodbine Road Kingston, ON K7L 4V2 (Office) 613-384-9572 (Fax) 613-384-9580 (Email) admin@kingstonchristianschool.ca