

Ottawa Christian School

255 Tartan Drive, Ottawa, ON K2J 3T1
Phone: 613.825.3000
Email: info@OCSchool.org website: www.OCSchool.org

Rental Agreement Form

Rental Group Information:

Applicant/Organization _____

Contact Person _____ Title _____

Billing Address _____

City _____ Postal Code _____ Email _____

Home Phone _____ Work Phone _____ Cell Phone _____

Facility required:

Please include all set-up and tear-down time in the request

Facility _____ Date _____ Time(from) _____ am pm Time(to) _____ am pm

If this is a weekly rental, please provide the end date

End date _____

Facility _____ Date _____ Time(from) _____ am pm Time(to) _____ am pm

If this is a weekly rental, please provide the end date

End date _____

Facility _____ Date _____ Time(from) _____ am pm Time(to) _____ am pm

If this is a weekly rental, please provide the end date

End date _____

Equipment/resources required:

Please list all items that are required for the event in the chart below

Equipment/Resource _____

Equipment/Resource _____

Equipment/Resource _____

Equipment/Resource _____

For office use (cost)

Gymnasium - sound system, tables, chairs, stage (curtains), sports equipment (net, balls, etc.)

Kitchen - dishes (cups, saucers, plates, cutlery, bowls, etc.)

Event Description:

Description of event/intended use

Special Requirements

There is a fee to attend this event Fee amount _____ No fee will be charged for this event

Expected number of participants _____ How many staff and/or volunteers will be working at this event? _____

Regular Renter Copy of \$5,000,000 general liability insurance is attached: Yes

Occasional Renter Copy of \$2,000,000 general liability insurance is attached: Yes

I hereby waive any claim against Ottawa Christian School (OCS) and agree to defend, indemnify and hold OCS harmless from any claim or liability for injury of loss, which may arise because of using OCS facilities. I agree further to compensate OCS for any time spent or expenses incurred in defense of any such claims in accordance with prevailing fees and costs. I also agree to maintain sufficient and proper insurance coverage for use of the approved facilities on this form, as indicated above. This rental agreement is non-transferable.

Signature indicates agreement with the rules and regulations on pages 3-7 of this form.

Name of person completing this form (please print) _____

Signature (person over 21) _____ Date _____

For office use only

Date Billed	Rental Fee	Security Deposit	Complete/Comments

___ input ___ exclusion dates ___ FOB end date

Please return this completed form along with your payment to the office. Thank you.

Please note that this form will need to be signed in person when the insurance is presented, or the agreement will not be valid.

Rules and Regulations for Use of the Ottawa Christian School (OCS) Facilities and Property

- Use of the OCS facilities shall be consistent with the policies and traditions of the Ottawa Christian School Association.
- Educational activities of OCS have priority over all other uses. Regular renters will be given two weeks' notice if the facility is unavailable, while occasional rentals will receive at least 48 hour notices. A full refund will be provided.
- All cancellations of events by occasional renters must reach the school office at least one week prior to the rental date. Events cancelled by occasional renters less than seven (7) days prior to the rental date will be subject to a fee of \$200 or the full fee, whichever is less. The security deposit will be returned.
- An Adult Supervisor (person over 21 years of age) must be on site and in charge of activities at all times, and enforce all agreements, rules and regulations. In an emergency, such as fire, this person will be responsible for directing the evacuation of the room. OCS reserves the right to decide when and if security or supervision is required. Such special security or supervision, if required, will be charged to the applicant.
- Renters who are provided with key access to the facilities must sign and follow the "Ottawa Christian School, Door Key Control Procedure".
- The OCS representative on duty is in charge of OCS and their instruction must be followed. Unsatisfactory reports may result in cancellation of the rental agreement. Any damage or breakage of OCS property is the responsibility of the applicants and will be charged to the adult supervisor. Additional janitorial needs, or the use of areas not contracted for in the lease, will result in deductions from the security deposit.
- Only those areas authorized for the use on the application form may be used. Use of areas beyond those identified on the permit will result in termination of the application.
- OCS facilities will only be made available within the approved time as indicated on the application. The facilities must be vacated at the end of the approved time. All doors to which renters have keys are to be locked before leaving the building, lights are to be turned off and the security alarm is to be set.
- No furniture, fixtures or equipment are to be removed from the school.
- Exits and entrances must not be obstructed at any time. **Parking of vehicles in fire lanes is prohibited.** Persons who do so risk having their vehicle ticketed and/or towed away at their own expense
- The Renter will not conduct or permit any activity in the Designated Space or in any other part of the Facility which is in violation of Federal, Provincial or Municipal law or which is any way discriminatory or contrary to the Canadian Charter of Rights and Freedoms.

- Fund raising activities at the facility require prior approval. Lotteries, bingo, raffles or other games of chance are not permitted. Furthermore, the Renter will not sponsor or permit any level of indecent activities, conduct, exhibits, portrayals or performances in the Designated Space or anywhere at the Facility. The determination of whether any activity, conduct, exhibit, portrayal or performance is indecent rests solely with the School. The Renter will not permit the use of vulgar or profane language at the Designated Space or anywhere else at the Facility.
- Renters shall submit for review at time of application any material where the name or logo of OCS is used.
- A regular renter is required to show proof of purchase of \$5,000,000 general liability insurance with OCS shown as an Additional Named Insured and which shall be the primary policy of insurance, on all certificates of insurance provided by the renter with 30 days notice of cancellation of insurance. An occasional renter is required to show proof of purchase of special occasion coverage minimum \$2,000,000.
- All arrangements for the use of the facilities of OCS shall be made through the school office.
- OCS reserves the right through its representatives to evict any function for the failure to observe proper conduct consistent with school policy.
- The rental party will remove all properties which they have brought to the building; and such removal must be made by the expiration of the rental period. OCS does not accept responsibility for equipment or items left on school property by renters.
- The use of candles is not permitted.
- Under no circumstances can the building's legal occupancy limit be exceeded.
- Maximum capacity of 600 persons may not be exceeded, subject to closure of event.
- The gymnasium flooring is compatible with most footwear. Cleats and stiletto-heeled shoes are forbidden in the gymnasium. Boots or overshoes must be removed before entering the gymnasium, carpeted areas and classrooms. Each group is responsible for its own consumables (balls, birdies, etc.) and must return all equipment to their proper storage place.
- The cafeteria kitchen is a heat-and-serve facility. Preparation of food that may cause grease-laden vapour, as happens with frying and deep-frying, is not allowed due to the absence of proper exhaust equipment in this facility.
- **SMOKING is NOT PERMITTED** on OCS property at any time. Any violation will result in the forfeit of the security deposit.

- The use or serving of ALCOHOLIC BEVERAGES is prohibited on the property of OCS, with the exception of sacramental purposes during a church service.
- A regular rental agreement may be terminated by either party with 30 days notice.
- In the event of a fire, the group leader is responsible for responding by sounding the alarm, calling 911, and effectively evacuating all members of their group in an orderly fashion.
- OCS reserves the right to amend the rental policy.
- Notwithstanding any of the above, OCS reserves the right to refuse the use of the school to any group or organization.

I have read the rules and regulations as printed above on this application and as the adult supervisor agree to comply to and enforce them as printed.

This form must be signed by the Adult Supervisor on the second page of this form.

Ottawa Christian School Door Key Control Procedure

Purpose:

To ensure only authorized people have keys or FOBS, and therefore access to Ottawa Christian School's (OCS) facility, the following rules must be adhered to:

1. The Administrative Assistant, on behalf of the Property Management Committee, will be responsible for managing all keys to the OCS facility. This includes maintaining the following information for each key:
 - a. Rooms that the key will give access to
 - b. Key serial number
 - c. Who the key is assigned to
 - d. Date the key was issued
 - e. Date the key was returned
2. Only the Administrative Assistant is authorized to make duplicate keys
3. Key holders must sign the "Ottawa Christian School Agreement Door Key Agreement" as outlined below.
4. Organizations that commonly share a key with several people must have all of these people sign the "Ottawa Christian School Agreement Door Key Agreement" for the same key

Ottawa Christian School Door Key Agreement

I hereby accept a key to the Ottawa Christian School facility and certify that I will abide by the following terms:

1. Notify the Administrative Assistant immediately if the key is lost
2. Not make a duplicate of the key
3. Not transfer the key to another person until authorized to do so by the Administrative Assistant and until that person has signed the "Ottawa Christian School Agreement Door Key Agreement".
4. Not to use the key for any other purpose than to access the facility for official business for which it was provided.
5. Provide identification to Ottawa Christian School staff when requested.

Agreed: _____

Name of Person

Name of organization represented

Signature of Person

Date

Ottawa Christian School Rental Rates Effective May 1, 2017

Fees for rental of OCS building facilities - all prices include HST

Gymnasium	\$65.00 per hour	\$520.00 per day
Kitchen access	\$46.00 per hour	\$368.00 per day
Kitchen access with dishware/cutlery use	additional \$50 flat fee	
Classrooms	<i>(please ask about pricing and availability)</i>	

Deposits and other charges

Damage deposit: \$350

Should a renter cause damage that costs greater than the deposit, the renting group will be billed for the additional amounts. Should there be excessive damage, the contract may not be extended for the next term.

Key deposit: \$100

FOB (electronic key) deposit: \$10 each

Opening/closing of building: \$40 each

Additional Janitorial fee as required: \$40/hour

Alarm Fee - \$25 if security company is called and a volunteer needs to check on the school, due to mismanagement of the security system.

Police Fee - cost of the bill from Ottawa Police Service if security company needs to dispatch the police, due to mismanagement of the security system.

Notes:

The minimum rental time is 2 hours Monday to Friday & 3 hours Saturday and Sunday

A day is defined as 8 or more consecutive hours

Occasional renters are approved by the school office

Regular renters are approved by the Board

Any exceptions to this rental policy needs Board approval