

FACILITIES & FIELD RENTAL POLICIES AND CONDITIONS OF USE

The **individual and/or group (Tenant)** named above agrees to the following:

- 1) The Tenant is to obtain keys, security code and Facilities Guidelines before or on the day of the rental during office hours. If this is not possible, **a staff member will be scheduled to meet the Tenant, which will incur an additional cost.**
- 2) Payment for rental must be made in advance, and a damage deposit may be required for certain rental uses.
- 3) The Tenant agrees to provide a Certificate of Insurance for general liability for min. of **\$2M with Victoria Christian Education Society – Pacific Christian School listed as additional named insured and Tenant Legal Liability min. of \$1M** (this is for any damage to PCS property).
- 4) The Tenant agrees to limit the group or individuals to the activity or activities specified in the rental agreement. The Tenant agrees that the times specified in this rental agreement include set-up time, and dismantling time. The Tenant agrees that the premises are for the purpose indicated in this rental agreement.
- 5) The Tenant agrees to comply with Municipal Fire Regulations and By-laws, including no smoking, fire proof props, seating capacity and exit clearance.
- 6) The School reserves the right to establish minimum and/or maximum occupancy for the premises being rented.
- 7) The Tenant must ensure that **NO SMOKING OR ALCOHOL ARE PERMITTED** on the school premises.
- 8) The Tenant agrees to indemnify and save harmless the School from and against any and all claims by any person or persons arising out of any act or neglect of the Tenant, its agents or servants in respect of the demised premises, its use or the non-repair thereof.
- 9) Victoria Christian Education Society (VCES), its members and/or employees assume no responsibility for injury to person(s) in attendance or loss or damage to chattels of the user.
- 10) The Tenant agrees to provide adult supervision and to confine participants and spectators to the areas indicated in this rental agreement. The Tenant agrees to provide adequate adult supervision to be responsible for the admission, actions and behavior of all participants and spectators. The School reserves the right to evaluate the adequacy of the supervision.
- 11) The Tenant agrees that VCES's right to cancel or revoke this rental agreement at any time, with or without cause and no claim may be made against the school for damages or reimbursement on account of any loss, damage or expense whatsoever.
- 12) **NO FOOD OR DRINK** (including gum, candy, etc.) is permitted in the gymnasium.
- 13) There are absolutely **NO OUTDOOR SHOES** on the gymnasium court floors, only **non-marking indoor shoes** are allowed.
- 14) The Tenant will ensure that the Gymnasiums floors are covered with mats when using tables and chairs, etc. **The installation of the floor coverings will incur an additional cost.**
- 15) The Tenant agrees that no connection to electrical panels will be made without prior written authorization from the School.
- 16) If the Facilities Manager is called in for security or building issues arising as a result of the Tenant's actions, **an additional cost will be charged.**
- 17) The tenant accepts full responsibility for damage to facilities or breakage or loss of equipment. (Damage to be reported as soon as possible).
- 18) Use of school equipment is not included in the rental. In general, groups should bring their own equipment. Permission to use school equipment is made by special arrangement and at the discretion of the Athletic Director. Damaged equipment will be replaced at the Tenant's expense.
- 19) When renting the Kitchen facilities, food is only allowed in the lower lobby next to the kitchen or in the upper mezzanine.
- 20) The Tenant agrees that the School is not responsible for any property left or lost on school premises.
- 21) The Tenant must ensure that all facilities used be left clean and in good order after the event.
- 22) All activities must be concluded by 10:00 PM and the building vacated by 10:15 PM
- 23) The Tenant agrees to ensure all doors are locked and secured upon vacating the building.
- 24) Rental rates are subject to change pending the annual budget approved by the VCES Society each spring.
- 25) **Field Use** - the Tenant agrees:
 - a) that the School reserves the right to restrict the use of any field due to weather conditions, noise, watering, topdressing, repairs etc.
 - b) their responsibility for removal of any and all garbage incurred by their use of the fields.
 - c) that the School reserves the right to prohibit the use of loudspeakers for outside events.
 - d) that vehicles are NOT allowed on playing fields at any time without prior written permission from the School.
 - e) that no group shall line or mark a field in any manner.
 - f) that School Admin team must approve in writing the installation of tents or other similar outdoor equipment.
 - g) that golf or baseball games are not permitted on school playing fields.

PCS FACILITIES RENTAL RATES:

FACILITY AREA	RATE	NOTES
Classroom (Elem /HS)	\$25 / hr \$150 / full day (7-8 hrs)	▪ Approval from the Admin Team is required before booking.
Field – Secondary	\$65 / full day (7-8 hrs) \$40 / half day/evening use	▪ Limited use – check with Facilities Manager and Athletic Director for field conditions and scheduled school events.
Gymnasiums (Elementary / Secondary)	\$65/ hr \$65 Shower usage \$110 for floor covering* \$65 / hr for Kitchen use	▪ Long term bookings given priority over single events. ▪ Shower cost applicable to non-sporting events ▪ Floor coverage is required for all non-sporting events ▪ Staff member(s) installing floor covering to submit hours for remuneration
Cleaning Fee	\$65/day	▪ Added to all rentals
PCS Staff Service	\$40 / hr – min. of 2 hrs*	▪ Staff member called in or booked during non-school hours is to submit hours for remuneration i.e. Staff members in on off hours to orient and give keys, Facilities Manager called for security or building issues.
Call out Fee	\$50 minimum*	▪ Staff callout due to alarm not being armed/disarmed correctly *dependant on situation
Any exceptions to these rates must be approved by the PCS Senior Leadership Team.		