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RR 2, DUNDAS, ON L9H 5E2

TEL: (905) 627-1411 FAX: (905) 627-8004
www.providencescs.ca email: office@providencescs.ca

Name of Rental Party or Group	
Name of Person Contact Person	
Phone # of contact person	
Purpose of Rental or Type of Activity	
Number of Persons in the rental party	
Date & Time requested	<input type="checkbox"/> Occasional rental <input type="checkbox"/> more than 6 consecutive weeks Date(s) _____ Time(s) opening _____ closing _____
Gymnasium <input type="checkbox"/> yes	<input type="checkbox"/> Tables # required <input type="checkbox"/> Chairs #required <input type="checkbox"/> Gym equipment (specify) _____ _____ <input type="checkbox"/> Non-sport equipment (specify) _____ _____
Kitchen Facilities <input type="checkbox"/> yes	<input type="checkbox"/> Full use <input type="checkbox"/> General use <input type="checkbox"/> Coffee perk only <input type="checkbox"/> Oven only <input type="checkbox"/> Willing Workers required (please call the contact person)
Agreement	The Rental party agrees to abide by the regulations and terms as outlined in the attached Rental Statement and will pay the appropriate fee as outlined in the fee structure.
Please complete and forward the Fee Form Along with Cheques to the School's Office two weeks prior to rental date.	Signature _____
	Name of Applicant _____
	Date _____

Providence Christian School Rental Contract

Regulations:

1. Persons or groups using the facilities of the Providence Christian School (here-in identified as PCS) assume full responsibility for the proper supervision of any activity they conduct therein, and are solely responsible for any claims arising out of their improper supervision or arising in any other manner, be that facilities, equipment, etc.
2. Rental of the premises limits the use of facilities and equipment to those that have been specifically requested. *All other rooms, classrooms and equipment are off limits.*
3. The Board of PCS is not responsible for personal injury or damage, or for the loss or theft of personal effects or equipment of the applicant, or for any person attending on the invitation of the applicant. The Board accepts no responsibility for equipment left on the premises by the renter. **Renters must provide proof of insurance to the school in advance of their booking (home owners insurance will suffice).**
4. The Board of PCS reserves the right, through its representatives, to close any function for failure to observe proper conduct or for failure to comply with any of these listed regulations.
5. The Board of PCS reserves the right to deny rental privileges to organizations or individuals whose event is in contradiction to the guiding principles of our organization.
6. The Fire Department regulations permit a total of 200 persons in the Gym when it is used for weddings, etc., or any occasion when tables will be used. When the Gym is used as an auditorium, a total of 471 persons are permitted.
7. Smoking is prohibited in the school building and on the school premises.
8. Alcoholic beverages of any kind are prohibited at all meetings except weddings, receptions, and the like where dinner wine only will be allowed. The arrangements (license) are the renter's responsibility.
9. Dancing and gambling are prohibited on all school premises.
10. Street shoes may not be worn in the Gym for sport activities.
11. Hockey sticks (other than the plastic sticks owned by the school) and roller blades are NOT allowed in the facilities.

12. Rental agreement forms for the use of the school facilities must be completed and forwarded to the school **at least two weeks** in advance of the engagement. The forms will be processed on a first come first served basis upon receipt of the forms and deposit. Annual agreements expire after one year and must be renewed as per application process. All cancellations of events must reach the contact person at least one week prior to the engagement date. A 50% refund will be given unless negotiated otherwise.
13. A damage deposit will be required and must be attached as a separate cheque to the application.
14. Wedding/banquet parties are responsible for their own gym decorations and cleanup. Be sure to remove all tape, strings, and decorative items. *School supplies are off limits.*
15. Goods or supplies for a rental event may not be delivered during school hours without the expressed prior permission of the school principal or his/her appointee.
16. All rental permits expire at 12:00a.m, unless prior arrangements have been made. *That means clean up is completed by midnight.*
17. Renters who are not current families, alumni or grandparents may be requested to hire a member of PCS to attend and oversee their function.
18. If catering is required, the renters are expected to contract Providence Catering first. If they are unavailable or have declined, then outside caterers are permitted.
19. The rental party is responsible for the proper restoration of the facilities. All areas of the building and equipment must be left in their original condition.
 - a) Garbage must be properly bagged.
 - b) Spills and stains on the floors must be wiped clean. *Spills and stains on the carpet must be spot treated or professionally cleaned.*
 - c) Lights must be turned off and all doors locked.
 - d) Any extra related cost will be billed to the rental party.
 - e) *Vacuum the stage.*
Please see the posted kitchen use guidelines if your event includes use of our kitchen.

PCS Rental Fees

	Rental Rates	General Liability Insurance – please add this fee to your payment to PCS
Refundable Damage Deposit (please attach a separate cheque for this amount).	\$120	
Gymnasium – Weddings, <i>anniversaries and other dinners</i> (includes kitchen, dishes, sound system, keyboard)	\$370	\$75 or \$175 if serving wine
Gymnasium – Anniversaries and church functions, <i>other receptions, family gatherings (standup receptions) general use of kitchen, no dishes incl.</i>	\$220	\$10
Gymnasium – Church business meetings, congregational business meetings, birthday parties (includes coffee pot only)	\$120	\$10
Gymnasium – Sports evenings (gym, sports equipment)	\$95	Contact PCS office for rates
School and Classrooms (negotiated separately)		

Notes:

- General and full use of kitchen facilities must be arranged with Providence Catering representative.
- If Providence Catering is available to prepare and serve food for your function, no separate kitchen fee will be required.
- There may be a 10% discount off regular rates if rented on a continuous basis.
- *Sound System: Included in all Gymnasium rentals is the use of one corded microphone and one input for laptop or MP3 player. All other sound system options must be negotiated with the Property & Maintenance Committee.*

Contact:

- Providence Catering – Tina VanderVelde 905-627-1411
- Gym Rental – School office - 905-627-1411