

BURLINGTON CHRISTIAN ACADEMY
521 North Service Road West
Burlington, ON L7P 5C3
905-639-7364

RENTAL AGREEMENT

Name of Organization _____

Address _____

Tel Number _____

Primary Contact _____

Tel Number _____ Cell Number _____

Date(s) of Rental From: _____ To: _____

Day/Time(s) of Rental Days: _____ From: _____ To: _____

Purpose of Rental _____

Designated Space and Entrance Requirements _____

Billing Contact Name _____ Phone: _____ Email: _____

Conditions:

***** All payments for the use of the facilities must be made at the time of application. All cancellations must reach the school office at least one week prior to the engagement date or full charges will apply.*****

- 1) This Rental Agreement is non-transferable.
 - 2) Burlington Christian Academy retains the right to use or allow others to use the building at the same time, provided that they do not conflict. School activities will have priority on booking.
 - 3) The renter assumes responsibility for the observance of the Burlington Christian Academy Terms and Conditions and by signing agrees to be bound by said Terms and Conditions.
 - 4) This agreement shall be reviewed by both parties whenever changes warrant review.
 - 5) The occupancy of the designated space herein authorized for use on the date(s) specified shall not exceed capacity.
 - 6) This agreement (signed) and a cheque payable to Burlington Christian Academy in the amount of the refundable damage deposit fee will be received by Burlington Christian Academy prior to commencement of rental term.
 - 7) When leaving the building the renter will ensure that the building is unoccupied, locked and secure, with all lights (except security lights) turned off.
 - 8) Burlington Christian Academy will provide appropriate keys and pass codes. Keys are not to be copied under any circumstances. Security pass codes are not to be given to other than key holders. **A deposit is required and will be returned at the end of the rental period when the key is returned to the facility rental coordinator.**
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|---|----------------|-----------------|
| PAYMENT: | Cost of Rental | _____ |
| Key Issued? Yes ____ No ____ Key Number _____ | Damage Deposit | _\$200.00 _____ |
| Key Deposit __\$300.00 _____ | Total Due | _____ |

SIGNATURE: _____ Date _____
(For Burlington Christian Academy)

SIGNATURE: _____ Date: _____
(Primary Contact)
