

Burlington Christian Academy

USE OF SCHOOL FACILITIES

Policy

Organizations directly associated with the school, such as: school committees and school groups, are permitted to use the school and facilities, including the grounds without charge.

All other approved organizations and individuals are permitted to use the school and facilities, including the grounds where applicable, and will be charged a fee as per the fee schedule, as well as being responsible for assuming extraordinary costs.

Rental Schedule

A school rental is defined as the use of a school facility for a 1-3 hour period, including the cleaning-up of the facility by the group. The Rental Agreement is non-transferable.

Basic Fees:

Gym Rental

Per Hour	Per Day (8:30am to 4:30pm)	Per Week (8:30am to 4:30pm)	Per Month (8:30am to 4:30pm)
\$75	\$400	\$1600	\$5600

Classroom Rental

Per Hour	Per Day (8:30am to 4:30pm)	Per Week (8:30am to 4:30pm)	Per Month (8:30am to 4:30pm)
\$42	\$400	\$1600	\$5600

Applications for the use of the school facilities must be forwarded in writing, either in person or by email to Burlington Christian Academy at least two weeks in advance of the engagement.

*****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.*****

Insurance

The Renter hereby agrees that it has or will obtain before the beginning of the Term, and will maintain throughout the Term, public liability and property damage insurance, in the amount of not less than \$2 million, the form and insurer are to be satisfactory to the school. **Such insurance will contain an endorsement naming the School as a co-insured** and shall provide a waiver of subrogation in favor of the school. A copy of the policy shall be given to BCA prior to the Term.

Extra Costs:

Caretaking by the janitor is recognized as an extraordinary cost and shall be paid for by the group. **If the group fails to clean the premises after use, the damage deposit of \$200.00 will apply.**

Guidelines

- **Smoking is strictly forbidden** anywhere in the building or on school grounds.
- **Alcoholic Beverages of any kind are strictly forbidden** anywhere in the building and on the school grounds.
- For sports activities in the gymnasium, **non-marking indoor soft-soled shoes** must be worn. **Water bottles only** will be permitted in gymnasium and must be removed. **No chewing gum permitted in the gym.**

GROUPS RENTING THE GYMNASIUM HAVE ACCESS TO THE MAIN FOYER, GYMNASIUM AND CHANGEROOMS/WASHROOMS ONLY.

- Persons or groups using the facilities of Burlington Christian Academy 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.
- The Renter will not affix anything to any part of the Designated Space without the express written consent of the School. All damages to the building and to the school's equipment must be reported immediately, and the Board accepts no responsibility for equipment left on the premises by the Rentee. Absolutely, no materials or supplies of any kind are to be taken from school desks or storage areas. All equipment such as chairs/tables must be returned to its place of origin.
- The Board is not responsible for personal injury or damage or for the loss or theft of personal effects or equipment of the applicant(s) or for any person attending on the invitation of the applicant.
- Where the "BCA Rental Committee" believes abuse is made of the facilities by the organization, it shall so advise the organization, they are responsible for full payment.
- Where equipment is brought into the school, such equipment shall not be received earlier than one day prior to the rental, or remain in the school more than one day after the rental.
- The Board reserves the right to refuse the use of the school facilities, and is under no obligation to give reasons for such refusal.
- The Board reserves the right to close any function for failure to observe proper conduct or for failure to comply with any of the above regulations.

Respect for Law

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. All activities must conform to the bylaws of Burlington Christian Academy.

Ingress/Egress

The Renter may make reasonable use of the roadways, walkways, corridors, stairways and elevators of the Facility for gaining ingress and egress to and from the Designated Space.

Aisles and exits shall be kept clear of all obstructions at all times. **Everyone must remove outer footwear during winter and wet periods.**

Safety and Supervision

The Renter must name a person who will be held responsible for the supervision and all conduct of persons admitted to the facilities.

This designated member of the group must be in charge at all times. In an emergency, such as fire, this person will be responsible for directing the evacuation of the room.

The School has no special knowledge or expertise pertaining to the Purpose and will provide no supervision during the Term. The Renter represents to the School that it will provide appropriate supervision for the safe, efficient and effective conduct of the Purpose and further represents that in cases where the Purpose is the subject of government regulation or is governed by the rules or guidelines of a governing body, the relevant regulations, rules and/or guidelines will be followed.

Indemnity

The Renter will indemnify and save the School harmless from and against any and all liabilities for personal injury or damage or loss to personal property sustained by the Renter or any person who may with the Renter's consent or acquiescence be at, on or in the Designated Space or anywhere else at the Facility. The Renter will indemnify and save the School harmless from and against any and all liabilities for personal injury or damage or loss to personal property sustained by the School or any other person which arises out of the use of the Designated Space or any equipment or material of the School by the renter or any person who may with the Renter's consent or acquiescence be on or in the Designated Space or anywhere else on the Facility.

Parking

Absolutely no parking along the marked fire routes, on the paved areas located at the back of the school, or on grassy areas around the school. Also, there can be no parking under the canopy by the front entrance. Park in designated areas only.

I/We have read and agree to abide by Burlington Christian Academy's Terms and Conditions.

Signature: _____ Date: _____