

APPENDIX 1: CONDITIONS OF USE

Rental Agreement

OCS shall provide Renter applicants with the conditions set out in this section. As a condition for renting, the Renter will need to read and agree in writing to these conditions

Prohibited Activities and practices:

1. Any activity in contravention of existing Municipal, Provincial or Federal Laws
2. Activities that are not in harmony with our Christian mission and purpose as outlined in the Constitution, By-laws, and Policies of the Orangeville Christian School Society.
3. Activities hazardous to people or property
4. Activities that cause annoyance to neighbours
5. Smoking while within OCS buildings or grounds.
6. Profane or abusive language
7. Games of chance involving money lotteries or gambling
8. Use of motorized vehicles except in designated parking areas
9. Narcotics and hallucinatory drugs
10. Occult practices
11. Hard Liquor. A special license required for serving wine.
12. Fireworks
13. Weapons
14. Bringing in items that contain nuts or traces of nuts
15. Spraying scented products

OCS Reserves the Right to Deny Use

In the event of misconduct or a breach of the conditions outlines, an attending person designated to represent OCS may ask any person or group to vacate the premises.

Temporary Changes to the Furnishings

The Administrative Assistant or Office Manager must approve in writing changes to layout of furnishings within the gym and/or classrooms. Renters agree to restore facilities to the same condition they found them. This includes disposing of any garbage produced during the rental.

Right to Cancel

OCS reserves the right to cancel any approved request at any time without explanation.

Cost Recovery

Renters are recognized as non-profit groups, and their contributions received by OCS are to be applied to the operating costs of the school. Receipts for rental by Applicants for the school will NOT be for the purpose of tax receipt refunds. An NSF fee of \$25.00 will be charged in the event of an NSF cheque. The minimum rental charge is \$50.00 per booking.

Damage and Loss

OCS shall not be liable for any loss or damage sustained by the Applicant resulting directly or indirectly from the space being used for any reason at any time during the term of the approval of use, nor shall it be liable for any loss or injury to any property, goods or effects of the Applicant due to any cause whatsoever.

Renter's obligations for care of the Facilities

Renters are responsible for set-up, clean up, damage, loss or theft of possessions. All damage costs are over and above any rental previously agreed upon. Facilities are to be left in the same condition as they were before occupancy. A custodian fee may be deducted from your security/key deposit if necessary.

Compliance with Government Regulations

Renters agree to comply with all Federal, Provincial and municipal laws applicable to the Applicant's use of space.

Release

The Renter hereby releases the School, Directors, Officers, Employees and Members from and against all losses, claims, suits, and demands, or any liabilities whatsoever, arising from injury or damage to persons or property during the Applicant's occupation of the space, or which may arise as a result of the granting of this approval of use, is recognized as a condition of use.

Indemnification

The Applicant hereby agrees to indemnify and hold harmless the School, Directors, Officers, Employees and Members from any and all losses, claims, suits and demands, or any liability whatsoever arising from injury or damage to persons or property that may be made by or initiated by any person, persons, corporations, partnerships, joint ventures, associations, or any other legal entity arising out of or connected with the use of the facilities, equipment or space contemplated by the application herein, including but not limited to all legal fees, or a solitaire client basis: together with the amount of any settlement which the school may deem to be reasonable in the circumstances as determined in its sole discretion.

Liability Insurance

For non-OCS school program use, the Applicant is required to provide up to date liability insurance coverage, which must be presented at the time of reservation of use. Use for activities/events sponsored by OCS affiliates must be duly reported to the AA/OM. Failure to comply with requirements may result on suspension or in the applicants being asked to vacate premises.

APPENDIX 3: RENTAL AGREEMENT

Rental Agreement between Renter and The Board of Orangeville Christian School Society (OCS)

Date(s): _____ Arrival Time: _____ Departure Time: _____

Name of Applicant: _____ Purpose of Rental: _____ # of guests _____

Address of Applicant: _____ Postal Code _____

Phone Number: (_____) _____ Driver's License: _____

Name of Person in Charge during Rental Time (if different than applicant) _____

- Rental Fee: \$ _____ paid by cash _____ cheque _____ (# _____)

Note: this fee must be paid in cash if the rental date is 3 weeks or less from the time of application.

- Opening/Closing Fee of \$30 (if applicable) paid by cash _____ cheque _____ (# _____)

- Security/Key deposit (\$100) paid by cash _____ cheque _____ (# _____) *This fee will be refunded if the key is returned within 7 days and provided the facilities were left in an "as was" condition. The custodian fee of \$30 may be deducted from the deposit if required.*

- Insurance: Amount of premium paid to OCS: \$ _____ + PST 8%: _____ = _____ paid cash__ chq____
Or, have own Business Insurance: _____ Attach copy.

We agree with and accept the "Conditions of Use".

Signature of Applicant

Signature of Authorized OCS Personnel

Date

Date

Key to the Building Received By:

Key # : _____ 4 digit code _____

print name

signature

Office Use:
Code emailed _____
Code activated _____
Code removed _____

Alarm Instructions:

Coming in: _____ 1 (off). (so, you are pushing 5 digits). DO NOT PUSH "STAY." Then unlock the door with the Allen Key for your other guests.

Leaving: Be the last one in the building. If you have a green light that says "ready to arm" you can first lock the door with the Allen Key, then push _____ 2 (away). (Again, 5 digits.) Leave within 30 seconds and make sure door locks behind you. Return the key within 7 days and get your key deposit back, provided the building was left in an "as was" condition.

Security Company: If the alarm goes off accidentally, call 1-877-777-7591 immediately and give them your code and name and location.

Garbage: It is your responsibility to bring a garbage bag and take garbage home with you. Failure to do so will result in disposal fees being charged to you and/or cashing of your deposit cheque.

Sweep Floor: Please dry mop the floors that you rented prior to leaving.

Lights: The hallway lights (breaker # 1 and #5 on panel in mechanical room) and washroom lights (breaker # 6) must be turned off before exiting.

Driveway Gate: Please ensure that the last person to leave the premises secures the gate across the driveway.