

## Rental Policy Regarding the Use of Knox Christian School

### A. Set up of event:

#### 1. Decorations

- a. When decorating, use painter's tape or other non-damaging materials.
- b. Remove all decorations thoroughly and completely.
- c. No school materials or equipment may be used for decoration purposes.

#### 2. Tables and Chairs

- a. The use is included in the rental price when used on the property.
- b. Not permitted to leave the property unless approved by the principal.
- c. Stack them in the gym before departure.
- d. Any other arrangements must be made with the custodians.

### B. Fees:

#### 1. Guideline for fees

- a. A security deposit of \$50 is to be paid at the time of booking.
- b. The \$50 fee will be applied to rental fee if no damages occur.
- c. The rental areas must be checked and left in their original condition. Special arrangements, as defined on the application form, may be made. Any additional clean-up by the custodians will be charged to the renter. If damages occur, the renter will be assessed for the costs of the repair or replacement. Inspection will be made after use.
- d. All fees must be paid in full no later than 14 days after the use of the school.

#### 2. Use of facilities for fewer than 50 people.

- a. Rentals of the facility will be charged the following hourly rates:

Item Rented	Fee per Hour
Kitchen	5.00
One classroom	5.00
Sports Field	5.00

Note: Washrooms and change rooms are included in the price of the building rental only. If requested, a basic sound system is also provided.

- b. The renter will be charged for a minimum of two hours.

#### 3. Use of facilities for more than 50 people.

Item Rented	# of People	Charge
Use of gym and kitchen for weddings, anniversaries, banquets, etc. and using Knox Catering	Up to 150 people	135.00
	151-250 people	165.00
	Over 251 people	185.00
Use of gym and kitchen for banquets, etc. using the kitchen themselves or other catering services	Up to 150 people	235.00
	151-250 people	265.00
	Over 251 people	285.00

4. Other fees:
- a. The rental of the library is \$25.00.
  - b. A high quality sound system is available for rent. The following conditions apply:
    - i. \$20.00 is charged for the first hour,
    - ii. \$10.00 for each additional hour,
    - iii. minimum two hours,
    - iv. an approved operator must operate the sound equipment. The operator is paid \$10.00 per hour for a minimum of two hours.
  - c. Audio-visual equipment is available for rent.
    - i. television and VCR are \$20.00,
    - ii. overhead projector is \$20.00.
  - d. Custodial fees are applicable to all rentals and are in addition to all listed fees.
    - i. the charge is \$15.00 per hour,
    - ii. two hours minimum,
    - iii. additional hours may be charged for clean-up.
  - e. Rates for gymnasium rental for sports (as of Sept., 1, 2006).
    - i. Rentals from Monday - Friday (evening rental hours are available from 5:30 p.m. - 10:00 p.m.)

Number of Hours	Charge
2	\$80.00 (minimum charge)
3	\$100.00
4	\$120.00

- ii. Rentals for Saturday (Saturday rentals available from 8:00 a.m. - 10:00 p.m.)

Number of Hours	Charge
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2	\$80.00 (minimum charge)
3	\$100.00
4	\$120.00
above 4 hours	\$160.00
above 6 hours	\$200.00
above 8 hours	\$240.00

C. Food and Drink

1. The sale, distribution, and consumption of food and drink may only be completed as per the requests found in the application form.
2. Wine is only to be served for the purpose of making a toast. No other alcoholic beverages are allowed on school property. If wine is served, a permit must be obtained from the LCBO and must be displayed in the kitchen during the event. A letter asking for a permit can be obtained from the office. If a permit is not obtained from the LCBO, we have the duty to remove the wine from the property.
3. The Knox Catering Committee only may take out dishes unless other arrangements have been made.

D. Other Policies:

1. Smoking is not permitted on the property of Knox Christian School.
2. No complimentary matches are permitted at the tables.
3. Use of the facilities for fundraising will follow set schedule (unless funds are raised for the school).
4. Use of the facilities for family events (i.e. weddings, anniversaries, etc.) will follow set schedules.
5. Use of equipment (computers, televisions, VCRs, and audio equipment) must be signed out, used for school purposes only and approved by the principal. It may not be borrowed or rented outside the school building for personal use.
6. The renter is responsible for the behaviour of participants and guests. No foul language is permitted.
7. Participants engaged in individual or team sports must use non-marking shoes in the gym. Only non-marking sports equipment is permitted.
8. The stage is off limits unless permission has been granted.
9. The facilities will not be rented out during the last three weekends before the new school year begins unless special arrangements are made.

10. The school building is not available for Sunday rentals unless approved by the Board of Directors.

Note: Knox Christian School has a committee of people known as the Catering committee. They are available to serve meals and/or snacks. Discounts in rates are available for renters using this committee. All money made is donated to Knox Christian School. Information about this committee may be obtained from the school's office.