



# Application for Use of The CHS School Building and/or Grounds

1. Description of Event \_\_\_\_\_
2. Date(s) Requested \_\_\_\_\_
- Time to Open School \_\_\_\_\_ Time to Close School \_\_\_\_\_

3. Groups or organizations will observe the following regulations when using school premises:
- a. Within the school, renters are limited to the foyer, kitchen, bathrooms, and chapel. **No other rooms may be used without prior permission from school administration.** Additional charges may apply when other rooms are requested.
  - b. Occasional use of the outside areas such as the playground, skating rink, or field areas does not require permission or payment.
  - c. All groups shall have their own **Liability Insurance Coverage.** This is recommended for regular use over a long term.
  - d. All groups must be in the charge of a responsible adult who will be present when any part of the building, property or equipment is being used.
  - e. The school is a smoke-free, alcohol-free, and peanut-free facility.
  - f. The school authorities will not be responsible for lost articles.
  - g. No group will be permitted to enter the school before its allotted time begins, and will leave no later than 15 minutes after the official allotted time has ended.
  - h. A minimum fee of \$40 will be required for the first three hours, once per day, as well as a \$10 per hour fee over three hours. When required, an additional \$10 to open the school and \$10 to close the school will be charged. An additional \$10 will be charged to set up and take down tables and chairs.
  - i. The facilities manager will provide a rental checklist to ensure that all jobs are complete and the school is left in proper order.
  - j. A receipt will be issued to the renting organization for tax purposes.

2011 Rental Fees		
o Basic Fee for 3 Hours	\$40	\$40
o Additional Hours, per hour	\$10	_____
o Unlock Required	\$10	_____
o Re-lock Required	\$10	_____
o Set Up and Take Down	\$10	_____
Total Fees		_____
<i>Fees are due on the first day of rental. Please make cheques payable to CHS.</i>		

4. A standard rental includes use of the chapel, bathrooms, kitchen, and foyer area.
- Please indicate any other requests. \_\_\_\_\_ Number of Tables \_\_\_\_\_ Chairs \_\_\_\_\_

5. Applicant Name \_\_\_\_\_
- Address \_\_\_\_\_
- Phone Numbers \_\_\_\_\_

6. Person responsible for the school during the event, if the applicant is not available:
- Same or Name \_\_\_\_\_
- Address \_\_\_\_\_
- Phone Numbers \_\_\_\_\_

*I have read and agree with the school use policy.*

\_\_\_\_\_  
Signature of Facilities Manager

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Principal



## Clean-Up Checklist for use of CHS School Building and/or Grounds

---

### **Kitchen**

- o Remove everything you bring in.
- o Clean all kitchen items with soap and water, dry, and put away.
- o Wipe down all areas of the kitchen.

### **Bathrooms**

- o Check that all toilets are flushed.
- o Make sure bathrooms are tidy, with counters wiped and garbage picked up.

### **Chapel/Multi-Purpose Room**

- o Put away everything that you use.
- o If you have used tables and chairs, please make sure they are put away.
- o Floors should be swept, if required.
- o All spills and black marks on the floor should be cleaned up.

### **Foyer/Entrance Area**

- o Make sure the coffee station is clean.
- o Put away or take away items used or brought in.

**No other areas of the school should be used without prior permission.**

**Leaving the school untidy may cause extra charges to be applied.**