



Chinook Winds Adventist Academy Facility Rental Application

Name of Church/Organization _____

Name of Function _____

Type of Event _____

Number of Guests _____

Name of Applicant _____

Address & Postal Code _____

Contact Phone Numbers _____

Email Address _____

Room Requested:

Gymnasium Kitchen Outside Areas _____

Date (s) Requested _____

Time Requested: From _____ AM/PM To _____ AM/PM

(Please include the full time you will need for set up and tidy up for your event)

What requirements do you have for the room? (chairs, tables, volleyball nets, floor hockey nets, etc.)

Signature _____ Date _____

A damage deposit in the amount of \$100.00 must be on file at Chinook Winds Academy before approval of this application will be made.



CWAA Facility Rental Conditions & Contract

For the enjoyment and safety of all participants please read the following guidelines / conditions for use of the facility.

Please make arrangements with the school office during the week prior to the event for picking up rental keys , guidelines and checklist, which include how to open and close the building. reception@cwaa.net or 403-286-5686

Conditions:

- Each rental group will designate one **adult person** to be in charge. This person is responsible for:
 - Signing this contract.
 - Picking up and returning keys. (A signature is required.)
 - Opening and closing the facility in a secure manner.
 - Orderliness, tidiness and cleanliness throughout all used areas when the event is over.
- A janitorial fee of \$30.00 per hour will be levied if janitorial service is required after your cleaning has been completed.
- A \$100.00 damage deposit is required upon the first usage date in the school year. This deposit will be held during the school year and charges will be taken from these funds for any damage incurred. All unused deposit monies will be refunded at the end of the school year.
- Keys must be **signed out** from the school office on the day before the event. They are to be returned to the school office the first school day following the event. The designated person in charge is to make sure all doors are locked securely and that the alarm system is properly armed when leaving.
- Facility setup is to be done by rental group as per the needs of their program. When the event is finished all tables, chairs, volleyball standards and nets, etc. must be returned to proper storage places. You must provide your own sports balls, hockey sticks, (no wooden sticks), etc.
- Only shoes with non-marking soles are permitted when the gym is used for recreational purposes.
- No food to be eaten in the hallways and lobby area. These areas must be kept clean and tidy.
- Any equipment, cookware items, etc. brought into the facility must be removed after the event is completed. This includes all leftover food and beverages.
- Ensure proper supervision of all activities and that all participants are conducting themselves in an orderly manner.
- Classrooms, office space / staff lounge and basement area are not available for use.
- Smoking or tobacco use in any form is not permitted in the facility or on the surrounding grounds.
- Drinking alcoholic beverages of any kind or a beverage with any level of alcoholic content is not permitted in the facility or on the surrounding grounds.
- The facility is not available for commercial purposes but may be used for fund-raising purposes by churches and non-profit organizations.

Facility Rental Contract:

1. The persons or organizations named in this agreement will be responsible for payment for any damage to property or equipment incurred during the occupancy of our facility and adjacent premises.
2. The persons or organization named in this agreement will assume full responsibility for proper supervision of any activities they conduct on the school premises and will also assume responsibility for any and all claims arising from their improper supervision.
3. All persons attending the function must conduct themselves in an orderly manner and must comply with all aforementioned regulations.
4. Your damage deposit payment of \$100.00 must be submitted to the school prior to obtaining the facility keys.
5. Chinook Winds Adventist Academy reserves the right to cancel bookings for failure to comply with the above conditions. Cancellations may also occur due to maintenance problems or mechanical failures.

I/We have read and understand the Facility Rental Conditions & Contract. Signatures indicate acceptance of the Conditions and Contract by both parties.

Signature – Applicant

Date

Signature – CWAA Principal

Date