



Chinook Winds Adventist Academy

## FACILITY RENTAL APPLICATION

As a courtesy to supporting constituent churches, CWAA rents the gymnasium, kitchen and select classrooms during times when it is not being used for school related activities. CWAA strives to provide excellent education and facilities for students, and following these guidelines will help keep our equipment and facility in top shape to serve our students.

Event: \_\_\_\_\_ Date(s): \_\_\_\_\_

Time Requested: From \_\_\_\_\_AM/PM To \_\_\_\_\_AM/PM

*(NOTE: Rental times available Saturday 8 am to 11 pm and Sunday 8 am to 4 pm only)*

Name of Church/Organization: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address & Postal Code: \_\_\_\_\_

Contact Phone Numbers: \_\_\_\_\_

Email Address: \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_

Number of Guests \_\_\_\_\_

What requirements do you have for the gymnasium:

tables

chairs

volleyball net

soccer net

floor hockey net

### **FEES:**

Booking Deposit **\$100: Deposit has been received.**  Yes  No Date Returned \_\_\_\_\_

Rental Fees: **\$50 per Rental Date**

**Total Payment:** \_\_\_\_\_ \*

\*Payment must be received *one week in advance* or reservation may be given to another rental group.

Reason if Booking Deposit not returned: \_\_\_\_\_

Office Approved: \_\_\_\_\_



# CWAA FACILITY RENTAL CONTRACT

The users and their designated supervisor/representative agree to the following policies:

1. All rental groups using CWAA facilities assume full liability and responsibility for the supervision of any activities 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. CWAA, CWAA Board, and the Alberta Conference assume no responsibilities 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 for any reason, including but not limited to gross negligence. **All rental groups must have their own liability insurance.**
2. CWAA school functions or maintenance needs may pre-empt use of facility, for which notice will be given.
3. Any activities involving minors must be strictly supervised at all times in accordance with Alberta Conference and NAD policy both in and around the school. Special attention must be paid to supervision in washrooms, lobby, and kitchen. The designated representatives/supervising person must be twenty-one years of age or older and on the premises while the facility is being rented.
4. Facility setup is to be done by the rental group. When the event is finished all tables, chairs, volleyball standards and nets, etc. must be returned to proper storage places.
5. All rental groups must bring their own equipment. This includes volleyballs, basketballs, cones, dodge balls, badminton rackets and birdies, hockey sticks (no wooden sticks), etc. *(If by accident the PE equipment room is unlocked, this is not an invitation to use the equipment stored inside. CWAA equipment is to be used exclusively for CWAA athletics.)*
6. For gym activities, only shoes with non-marking soles are permitted.
7. All rented spaces (gym, classroom, hallways, washrooms) must be cleaned and returned to the original condition before the rental group leaves, including floors, washrooms, garbage, etc.
8. Any equipment, cookware items, etc. brought into the facility must be removed after the event is completed. This includes all leftover food and beverages. CWAA, CWAA Board, and the Alberta Conference accept no responsibility for equipment left on the premises by the users.
9. CWAA will not provide access to sound system or projector equipment with rentals.
10. Office space / staff lounge and basement area are not available for use.
11. No smoking, alcohol, or drugs use of any kind anywhere on the school property.
12. No food is to be eaten in the hallways and lobby area. These areas must be kept clean and tidy.
13. CWAA reserves the right to cancel bookings for failure to comply with any of the above conditions.
14. Each rental group will designate one **adult person** to be in charge. This person is responsible for:
  - a. Signing this contract.
  - b. Paying the Booking Deposit of \$100 (must be paid prior to obtaining facility keys).
  - c. Signing out facility keys at the school office on the day before the event.
  - d. Opening the facility.
  - e. Closing the facility in a secure manner including locking all doors securely and properly alarming the system. ***(NOTE: The Booking Deposit will be forfeited if the school is not properly alarmed and as a result, the Security Company is alerted.)***
  - f. Maintaining orderliness, tidiness and cleanliness throughout all used areas when the event is over. A detailed checklist will be provided to ensure proper clean-up is completed. ***(NOTE: The facility must be left in same condition as the renter received it or all of the Booking Deposit may be forfeited. Additionally, any damaged or broken articles must be replaced by renters at their costs, including but not limited to any damage to the gym floor.)***
  - g. Returning the facility keys to the school office the first school day following the event.

I agree to perform ALL the above responsibilities. I understand that failure to do so will forgo my status as an approved supervisor. Costs of damages, either to the equipment or to the facilities, will be the full responsibility of myself and the Constituent Church I represent.

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Print Applicant Name

Signature of Applicant

Date