

# John Calvin School Facilities Rental Agreement

Rental Date: \_\_\_\_\_ Time: \_\_\_\_\_

\*Late or No Show could result in cancellation and/or late fee ( \$25 )

Name: \_\_\_\_\_

Contact #: \_\_\_\_\_

## Basic Rental Fee includes:

- ✓ One Open/Close per day
- ✓ Use of Washrooms in front lobby
- ✓ Tables & Chairs
- ✓ Limited Sports Equipment ( Inside use only )
- ✓ Kitchen – Percolators, Appliances, Dishes, Cutlery & Towels
- ✓ Parking Area
- ✓ Playground & Sports Area

## What you are responsible for:

- Facilities ( Gym, Kitchen, Bathrooms, Hallway ) should be swept and any spills cleaned
- Tables & Chairs cleaned and returned underneath the stage
- Blue Mats should be hung up & Sports Equipment returned to Sports Room
- Kitchen counters and sinks cleaned
- Garbage & Recyclables should be removed ( bins on North Side of building )
- Towels – Please wash and return ASAP
- Pick up any garbage left on the Parking Lot or Playground/Field

( Additional clean-up fees charged at \$25 per hour )

## Notes:

- Rental times must not conflict with the primary use of the facilities
- Rental must be scheduled and prepaid ( 2 cheques )
- All cheques are payable to John Calvin School
- Gym use requires non-scuffing shoes for all Sports Activities
- No smoking or Alcohol on the School Premises

Jackie VanderWel : 604-997-7187