



**RICHMOND
CHRISTIAN
SCHOOL**

EST. 1957

POLICY NUMBER AND NAME: 06.08 FACILITY RENTAL – VERSION 3.0	RESPONSIBILITY	BOARD	SUPERINTENDENT	SLT
		IN	I	D
SECTION: 06 – FINANCE AND ADMINISTRATION	LAST REVISION DATE: OCTOBER 19, 2022			
ADOPTED: JUNE 9, 2013	REVIEW FREQUENCY: EVERY 3 YEARS			

PREAMBLE

Richmond Christian School has a wealth of facilities that should be utilized by other like-minded groups and organizations.

REVIEW HISTORY		
DATE	VERSION	CHANGES
OCTOBER 19, 2022	3.0	

1. RENTAL CATEGORY

If time and space outside of the routine and necessary operation of the school allow for facility rentals the following priority will be respected when rental requests are presented:

- a. Category 1 – Community activities such as family gatherings for current or previous RCS community members in good standing.
 - i. Current rental rates will be reduced by 35% for rentals that fall in this category.
- b. Category 2 - Other charitable groups with similar purposes or not-for-profit organizations that by word and deed support and endorse the RCS mission statement and related policies.
 - i. Current rental rates will be reduced by 25% for rentals that fall in this category.
- c. Category 3 – Other not-for-profit organizations or groups that by word and deed support and endorse the RCS mission statement and related policies
 - i. Current rental rates will be reduced by 10% for rentals that fall in this category
- d. Category 4 – Other groups or organizations whose practice and needs will not conflict with the RCS mission statement and related policies.

2. PROHIBITED

The following activities are strictly prohibited on RCS property or within its facilities:

- a. Consumption of alcoholic beverages;
- b. Smoking or vaping
- c. Use of confetti, rice or metallic sparkles;
- d. Removal of RCS property or equipment; and
- e. Dangerous activities on the part of the group or individual participants.

3. REPAIRS

The renting party will be solely responsible for all costs associated with the replacement or repair of any damage caused by the activities of their participants or persons using the facility during the dates and times as set out in the Rental Agreement.

4. ACCIDENT OR INJURY

- a. All third parties renting space from Richmond Christian School must provide proof of adequate insurance coverage prior to being granted access to the space.
- b. Any accident or injury to a participant using the facilities under the Rental Agreement must be provided in writing to the Superintendent within 5 business days of the incident occurring.
- c. Any accident or injury that resulted from facility structures or building features to anyone using the facility during the dates and times of the Rental Agreement must be provided in writing to the Superintendent within 5 business days of the incident occurring.

5. RENTAL AGREEMENT

- a. All parties interested in renting RCS facilities must have a valid Rental Agreement in place before they may have access to the space.
 - i. A clear copy of the required insurance must be provided with the completed Rental Agreement.
- b. The RCS Facilities Rental Agreement shall contain the following requests for information:
 - i. Name of person or organization renting
 - ii. Full mailing address and contact number
 - iii. Event details
 - iv. Facilities being rented
 - v. Fees and payment dates
 - vi. Equipment requirements
 - vii. General rental terms and conditions
 - 1) Insurance
 - 2) Disclaimer for cancellations or schedule changes
 - 3) Facility returned to previous clean condition
 - 4) Use of kitchen facilities requires a Food Safe certified representative (Level 1 can be taken online)
 - viii. Supervisor requirements
 - ix. Term of rental and any repeats to the term

6. CANCELLATION OF RENTAL AGREEMENT

- a. RCS reserves the right to alter long term rental agreements from time to time in order to accommodate school functions and events that may impede the ability of the renter to access the facility as agreed.
 - i. Long term and recurring rentals may be adjusted from time to time if the facilities are required for school events.
 - ii. Cancellations with more than 3 business days-notice will be reimbursed or credited to the group for a future date.
 - iii. A short notice cancellation of less than 2 business days-notice will be credited to the group for a future date plus an additional 50% credit of the time normally rented.
- b. RCS reserves the right to cancel any facility rental at any time before or during an event if a violation of the rental policy and rental agreement is observed. No refund will be provided.

7. RENTAL RATES

Facility rental fees and related costs shall be re-evaluated with a review of this policy or from time to time if required.

8. RENTAL FORMS

Current school forms and waivers shall be reviewed with this policy review.