



ADDRESS: 28 Elmhurst Dr., Etobicoke, ON M9W 2J5

PHONE: (416) 741-5770

EMAIL: office@timothyics.com

WEBSITE: www.timothyics.com

Rental Agreement Form

Rental Group Information

Applicant / Organization _____	
Contact Person _____	Title _____
Billing Address _____	
City _____	Postal Code _____
Email _____	Cell Phone _____
Home Phone _____	Work Phone _____

Facility Required

Please include all set-up and tear-down times in the request

Gymnasium _____	Date _____	Time (start) _____ am pm	Time (end) _____ am pm
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If this is a weekly rental, provide the end date

End Date _____

Kitchen _____	Date _____	Time (start) _____ am pm	Time (end) _____ am pm
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If this is a weekly rental, provide the end date

End Date _____

Additional Facilities (Describe needs below):

Should additional facilities in the school be desired, TCS will consider this on a discretionary basis. Additional facilities may include outdoor areas, classrooms, or other meeting rooms.

Equipment/Resources Required

Please list all items that are required for the event in the chart below

Kitchen – dishes (cups, saucers, plates, cutlery, bowls, etc.)

	For office use (cost)
Equipment / Resource _____	
Equipment / Resource _____	
Equipment / Resource _____	
Equipment / Resource _____	

Event Description

Description of event / intended use

Is there a fee to attend event? YES NO (circle) If YES, fee amount \$ _____

Expected number of participants _____

How many staff and/or volunteers will be working this event? _____

Regular Renter: A copy of the \$5,000,000 general liability is attached YES NO (circle)

Occasional Renter: A copy of \$2,000,000 general liability is attached YES NO (circle)

I hereby waive any claim against Timothy Christian School (TCS) and agree to defend, indemnify and hold TCS harmless from any claim or liability for injury or loss, which may arise because of using TCS facilities. I agree further to compensate TCS for any time spent or expenses incurred in defense of any such claims in accordance with prevailing fees and costs. I also agree to maintain sufficient and proper insurance coverage for use of the approved facilities on this form, as indicated above. This rental agreement is non-transferable.

The signature indicates agreement with the rules and regulations on pages 3-6 of this form.

Name of person completing this form (please print) _____

Signature (person must be over 21) _____ Date _____

Please return this completed form to <rentals@timothyys.com>.

Payment of the rental fee may be made by E-transfer to <finance@timothyys.com> utilizing the password "school". Please include your full name and mailing address in the message box.

Payment of the security deposit may be made by cheque to Timothy Christian School.

For office use only

Date Billed	Rental Fee	Security Deposit	Complete/Comments

Rules and Regulations for Use of the Timothy Christian School (TCS) Facilities and Property

Use of the TCS facilities shall be consistent and shall not conflict with the policies and values of the Timothy Christian School Association.

Educational activities of TCS have priority over all other uses. Regular renters will be given two weeks' notice if the facility is unavailable, while occasional rentals will receive at least 48-hour notice. A full refund will be provided.

All cancellations of events by occasional renters must reach the school office at least one week prior to the rental date. Events canceled by occasional renters less than seven (7) days prior to the rental date will be subject to a fee of \$200 or the full fee, whichever is less. The security deposit will be returned.

An Adult Supervisor (person over 21 years of age) must be on-site and in charge of activities at all times, and enforce all agreements, rules, and regulations. In an emergency, such as a fire, this person will be responsible for directing the evacuation of the room. TCS reserves the right to decide when and if security or supervision is required. Such special security or supervision, if required, will be charged to the applicant.

A TCS representative must be on duty for the rental of the facility, and the renter will pay the cost of the representative. The TCS representative is in charge of TCS and their instruction must be followed. Unsatisfactory reports may result in cancellation of the rental agreement. Any damage or breakage of TCS property is the responsibility of the applicants and will be charged to the Adult Supervisor. Additional janitorial needs, or the use of areas not contracted for in the lease, will result in deductions from the security deposit.

Only those areas authorized for the use on the application form may be used. Use of areas beyond those identified on the permit will result in the termination of the application.

TCS facilities will only be made available within the approved time as indicated on the application. The facilities shall be vacated at the end of the approved time in a condition that is acceptable to the TCS representative.

No furniture, fixtures or equipment are to be removed from the school.

Exits and entrances must not be obstructed at any time. Parking of vehicles in fire lanes is prohibited. Persons who do so risk having their vehicle ticketed and/or towed away at their own expense.

The Renter will not conduct or permit any activity in the Designated Space or in any other part of the Facility which is in violation of Federal, Provincial or Municipal law or which is any way discriminatory or contrary to the Canadian Charter of Rights and Freedoms.

Fundraising activities at the facility require prior approval. Lotteries, bingo, raffles or other games of chance are not permitted. Furthermore, the Renter will not sponsor or permit any level of indecent activities, conduct, exhibits, portrayals or performances in the Designated Space or anywhere at the Facility. The determination of whether any activity, conduct, exhibit, portrayal or performance is indecent rests solely with the School. The Renter will not permit the use of vulgar or profane language at the Designated Space or anywhere else at the Facility.

Renters shall submit for review at time of application any material where the name or logo of TCS is used.

A regular renter is required to show proof of purchase of \$5,000,000 general liability insurance with TCS shown as an Additional Named Insured and which shall be the primary policy of insurance, on all certificates of insurance provided by the renter with 30 days notice of cancellation of insurance. An occasional renter is required to show proof of purchase of special occasion coverage minimum \$2,000,000.

All arrangements for the use of the facilities of TCS shall be made through <rentals@timothyts.com>.

TCS reserves the right through its representatives to evict any function for the failure to observe proper conduct consistent with school policy.

The rental party will remove all properties which they have brought to the building; and such removal must be made by the expiration of the rental period. TCS does not accept responsibility for equipment or items left on school property by renters.

The use of candles is not permitted.

Under no circumstances can the building's legal occupancy limit be exceeded.

Maximum capacity of 400 persons may not be exceeded, subject to closure of event.

The gymnasium flooring is compatible with most footwear. Cleats and stiletto-heeled shoes are forbidden in the gymnasium. Boots or overshoes must be removed before entering the gymnasium, carpeted areas and classrooms. Each group is responsible for its own consumables (balls, birdies, etc.) and must return all equipment to their proper storage place.

Kitchen facilities are available for most food preparation. Deep-frying is not permitted.

SMOKING is NOT PERMITTED on TCS property at any time. Any violation will result in the forfeit of the security deposit.

The use or serving of ALCOHOLIC BEVERAGES is prohibited on the property of TCS, with the exception of sacramental purposes during a church service.

A regular rental agreement may be terminated by either party with 30 days notice.

In the event of a fire, the group leader is responsible for responding by sounding the alarm, calling 911, and effectively evacuating all members of their group in an orderly fashion.

TCS reserves the right to amend the rental policy.

Notwithstanding any of the above, TCS reserves the right to refuse the use of the school to any group or organization.

I have read the rules and regulations as printed above on this application and as the Adult Supervisor agree to comply to and enforce them as printed.

This form must be signed by the Adult Supervisor on the third page of this form.

Timothy Christian School Rental Rates Effective May 1, 2019

Fees for rental of TCS building facilities - all prices do NOT include HST

Gymnasium	\$70 per hour
Kitchen access	\$55 per hour
Kitchen access with dishware/cutlery use	additional \$50 flat fee
TCS representative on duty	\$30 per hour
Administration Fee	\$25 (non-refundable)
Classrooms	(please ask about pricing and availability)

Deposits and other charges

Security Deposit: \$350

Should a renter cause damage that costs greater than the deposit, the renting group will be billed for the additional amounts. Should there be excessive damage, the contract may not be extended for the next term.

Opening/closing of building: \$40 each

Additional Janitorial fee as required: \$40/hour

Alarm Fee: \$25 if security company is called and a volunteer needs to check on the school, due to mismanagement of the security system.

Police Fee: cost of the bill from Toronto Police Service if security company needs to dispatch the police, due to mismanagement of the security system.

Notes

The minimum rental time is 2 hours Monday to Friday & 3 hours Saturday and Sunday.

Member organizations may qualify for discounted rates.

Any exceptions to this rental policy require Board approval.