

COALDALE CHRISTIAN SCHOOL

"Your word is a lamp unto my feet and a light for my path" Psalm 119:105

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Coaldale Christian School – Facility Use Policy

Introduction

Our resources, including our building, grounds, and equipment, primarily exist to serve our students.

When these resources are not employed by Coaldale Christian School (CCS) staff and leadership, they are available to be used in the ministry of the local Canadian and United Reformed Churches.

Except for wedding banquets, requests can be made no more than six months in advance of the date requested.

Requests will be honored in the order they are received; however, if there are multiple requests, members will take priority over non-members. Only functions and activities that the School Board deems appropriate and are in harmony with the school's purpose will be considered.

CCS reserves the right to refuse or cancel any rental. In the event that a scheduled function is canceled, CCS is under no obligation for any expense incurred by the sponsor of the event.

Rental times that would conflict with the school's use cannot be considered.

For club sports, if a member takes responsibility for the gym rental then the member fees apply to all users including those that are not school members.

All parties using the school are required to:

- respect the property and equipment being used,
- maintain high standards of cleanliness,
- engage only in activities which are lawful and do not directly conflict with the mandate of the Board which governs CCS,
- report any damage to property and/or equipment immediately,
- abide by the rules listed in the *CCS School Use Terms and Conditions*

Rental Costs

Room/Function	Member Fee	Non-Member Fee
Large Gym	\$50	\$200
Small Gym	\$30	\$60
Kitchen & Lounge	\$50	\$200
Banquet Function	\$500	\$1000
CCS Fundraising Event	No Fee	

Please note:

- 1. Damages to the facility or equipment will be billed to the person responsible for booking. Non-members must provide a damage deposit equal to the rental fee.**
- 2. Users are responsible for setting up and cleaning the floor, tables, chairs, etc.**
- 3. No food, drink, tables or chairs permitted in the gym unless booked as a banquet function.**
- 4. All Non-Member Rentals are subject to Board approval.**

Approved on: January 2021

CCS School Use Terms and Conditions

1. School facilities may be rented Mon-Sat for any approved function. Sunday use is restricted to casual/family use only.
2. Parking is permitted only in the designated parking areas.
3. Permit Holders may not sublet space to a 3rd party.
4. Permit Holders are responsible to ensure that only equipment specifically itemized on the *Gym Use Permit* is used.
5. The Permit Holder is required to ensure that all those who are under his/her supervision have safely left the school property school before the time indicated on the *Gym Use Permit*.
6. Permit Holders are solely responsible for screening their own workers for activities involving children and CCS will not be held responsible for any abuse-related incidents which may occur while children are in the care of the organization that has scheduled the facilities.
7. The Permit Holder is responsible for any theft, loss and/or damages arising from the use of the school premises by the permit holder, or a member of his/her party.
8. The Permit Holder and all participants and spectators shall exit the building in the event of fire alarm or fire drill and remain outside until the appropriate authority gives the all-clear.
9. The Permit Holder shall ensure that all aisles, hallways, and exits in the building are left free from obstruction at all times.
10. The Permit Holder shall not bring or retain on CCS property any products or materials which may pose a fire risk or conflict with the regulations of the Fire Department or the Public Health Department.
11. The Permit Holder is responsible for any fee charged by the RCMP or fire department for a false alarm caused by the permit group.
12. The Permit Holders will conform to all applicable government by-laws and regulations and shall not carry on any activities which may be deemed a public nuisance or of an unlawful nature.
13. Smoking is prohibited on all CCS property.
14. Alcohol is limited to banquet functions when proper licensing has been obtained.
15. Permit Holder is responsible to leave the facilities in as clean and neat condition as they were upon arrival. This includes the responsibility for bagging any garbage and placing it in designated containers. Should janitorial services be required after use of facility, a fee of \$35 per hour will be assessed to the Permit Holder.
16. No running or horseplay permitted on bleachers at any time.
17. Additional Gym-related Rules:
 - a. **Only soft, rubber-soled, non-marking sports shoes are permitted in the gym for sporting events.**
 - b. Permit Holders must provide their own sports equipment except for what is specifically itemized on the *Gym Use Permit*.
 - c. All equipment (volleyball posts and nets, badminton posts and nets, etc.) must be properly set up and used, and properly returned to its storage room.

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- d. Floor hockey is not permitted in the large gym.
 - e. Hanging from the basketball rims is not permitted.
 - f. The First Aid kit is stored in the kitchen. Please replace anything that is used and note on the First Aid kit what was used.
 - g. No food or drink permitted in the gym unless agreed to in the rental.
18. Additional Kitchen-Related Rules:
- a. CCS operates as a nut-free facility during school hours. It is important for all parties who use the school facilities to minimize the possibility of potentially fatal allergic reactions by carefully monitoring the use of food products on school property. No nuts or products containing nuts are allowed on school property during school hours.
 - b. After use, ALL kitchen utensils and equipment used must be properly cleaned and stored as per checklist. Should janitorial services be required after use of the facility, a fee of \$35 per hour will be assessed to the Permit Holder.
 - c. The Permit Holder must supply their own food, condiments etc. and remove all their own supplies upon leaving.
 - d. First time users of the kitchen must receive an orientation before using. Contact the school as per the contact information noted in the Gym Use Permit.
19. **Activities Not Approved** by the School Board of Coaldale Christian School:
- a. Any activity which is illegal in the Municipality of Coaldale, the Province of Alberta, and/or the Country of Canada.
 - b. Any activity that may be incompatible with the mandate of a school and or which may violate the canons of good morals, manners, or taste, or may be potentially injurious to the building, grounds, or equipment.
 - c. Any activity which may be incompatible with the philosophy and basis of Coaldale Christian School as laid out in our School Handbook, and/or the Christian faith and principles on which Coaldale Canadian Reformed School was founded.

GYM USE PERMIT

Once completed and signed by the appropriate CCS authority, a copy of this 2-sided Form will serve as the on-site permit for facility use and must be brought by the user whenever present on CCS property.

Date(s) Required:

Day: _____ Starting Period: _____

Ending Period: _____ Time(s): From _____ am /pm to _____ am/pm

Weekday Bookings: Although most regular school activities are finished by 7:00 pm, occasionally sporting events may go beyond this time. Should a conflict arise, the completion of CCS events will always take precedence over the commencement of non-CCS rental agreements.

Saturday Bookings: Facilities must be cleaned and vacated prior to midnight.

Sunday Bookings: Facilities are only available Sundays for family/casual gatherings. Organized sport events, banquets and other similar events are not permitted.

Name of Organization: _____

Person Responsible: _____

Home Phone: _____ Bus. /Cell: _____

Mailing Address: _____

Email Address: _____

Description of Event/Activity: _____

Equipment Required:

Volleyball

Basketball

Badminton

Other: _____

Special Requirements/Set-up: _____

Date Exceptions: (Completed by CCS)

The following dates within your request range are unavailable (already booked):

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Rental Cost (Calculated according to the Rental Costs in Gym Use Policy)

Rental Type:	
Total Cost Payable	

Cancellations: All cancellations must be made a minimum of 48 hours prior to the start of an event. Weekend events must be cancelled by the end of the school day Wednesday.

Childcare: The permit holder is solely responsible for screening their own workers for activities involving children and CCS will not be held responsible for any abuse-related incidents which may occur while children are in the care of the organization that has scheduled the facilities.

I have read and agree to observe the accompanying *CCS Gym Use Policy* and I acknowledge that I am at least 18 years of age and legally able to sign this application. I also agree that the full balance of the total cost payable is due at the time of booking the rental and that I am liable for any damage caused to the gym as a result of the booking activity. Misuse of the facilities may result in forfeiture of the gym use.

Signature of Applicant: _____ **Date:** _____

Signature of CCS: _____ **Date:** _____

Scheduling and Queries:

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