

**Kingston Christian School**  
**Facilities Rental Application & Agreement**  
**Single Event Use**  
 (Subject to revision without prior notice.)

**Instructions**

- A) Read this application/agreement in full, particularly Policies and Terms on reverse side, prior to having an authorized agent or officer sign the application.
- B) Ensure the date you require is available, by contacting the School Secretary.
- C) Complete the appropriate portions of the application, below.
- D) Have a **certificate of insurance** (see 5 h) ready to submit with your application.
- E) Return the application to the school office along with any required documentation or deposit.

**Please complete the following:**

**Date Requested:**

Contact Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
 Organization: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/Province: \_\_\_\_\_

Please describe the nature of the event: \_\_\_\_\_

Will you be charging admission? YES\* NO

\*If YES, please state the amount \$\_\_\_\_\_

In the **>Hours Required=** column, note the number of hours beside the corresponding school area you would like to rent.

SCHOOL AREA/FACILITY	HALF DAY (up to 3.5 hrs)	FULL DAY	HOURS REQUIRED	FEE PAYABLE
<b>Gymnasium</b> (equipment to be determined)	<b>\$50.00</b>	<b>\$100.00</b>		
<b>Banquet Facilities</b> (includes gym, kitchen, crush area, tables & chairs)	<b>\$100.00</b>	<b>\$175.00</b>		
<b>Library</b>	<b>\$50.00</b>	<b>\$75.00</b>		
<b>Classroom</b>	<b>\$25.00</b>	<b>\$45.00</b>		
<b>Piano or VCR &amp; monitor or other AV</b>	<b>\$15.00 ea</b>	<b>\$15.00 ea</b>		
<b>Other</b>				
*Janitorial fees, if required, will be assessed at \$25.00 per hour.				
*Breakage, if incurred, will be assessed at replacement value.				
<b>Refundable Key Deposit</b> (please provide a separate cheque for this amount)				<b>\$25.00</b>
<b>TOTAL RENTAL FEE (to be completed by KCS)</b>				

It is understood and agreed between the Applicant and Kingston Christian School that an authorized agent or an officer for the above listed applicant organization has read and agrees to the responsibility of the applicants observation of the Policies and Conditions found on the reverse of this agreement. The Applicant is understood to mean the individual or Organization listed above.

\_\_\_\_\_  
 Signature of Authorized Agent or Officer for Applicant

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Please print signing agents name

\_\_\_\_\_  
 Daytime phone for Applicants Agent

**Kingston Christian School**

**1212 Woodbine  
 Road**

**Kingston, ON  
 K7L 4V2**

**613) 384-9572**