



ALBERTA BIBLE COLLEGE 2018-2019

BUILDING RENTAL AGREEMENT & APPLICATION

FUNCTION OR SERIES OF FUNCTIONS

Only one application is required. This is a combined use application form and will be used for all functions. When filling in dates and times requested, please use one line for each month if it is a regular booking.

(e.g. Day: Tuesday Month: January Dates: 7, 14, 21, 28 Times: 7:00 p.m. - 10:00 p.m.)

REGULATIONS AND GENERAL INFORMATION

A. Building Availability

The building is available 24 hours a day with the understanding that Alberta Bible College reserves the right to cancel bookings with adequate notice in the event of school events. In the event of being cancelled, bookings will be rescheduled or rent refunded.

B. Rent*

	Rate	
Gym	\$85.00/hr	
Chapel/Theatre (Multi-purpose)	\$75.00/hr	Additional \$10/hr charge for use of ABC electronics.
Large Room	\$60.00/hr	Additional \$10/hr charge for use of ABC electronics
Small Room	\$50.00/hr	Additional \$10/hr charge for use of ABC electronics
Student Centre*	\$70.00/hr	Additional \$10/hr charge for use of ABC electronics

*If available, student use is considered ahead of rentals

C. Cancellation Policy

Your signed rental agreement represents your commitment to pay for the dates which you have listed. A contracted event can be cancelled up to 2 weeks prior to the event and will be credited or refunded. As it is unlikely, if not impossible, for the College to re-rent the premises for a one-time cancellation, your group will be held responsible for the payment of the rental fees applicable for that scheduled time if cancellation is 2 weeks or less.

D. Building Access

1. The building will be staffed with an ABC caretaker at all times.
2. No keys will be given out under any circumstances.
3. **Please limit yourselves and any guests to the areas that you have booked.**

E. Equipment

1. Some instructional aids may be made available for an additional fee.
2. Sports equipment such as volleyball standards, nets, and floor hockey nets will be made available upon request. No expendable equipment such as balls are available for use. **All floor hockey sticks must be altered to reduce damage to the floor.**
3. **Storage of equipment belonging to rental groups is not available.**
4. Furniture that is moved is expected to be returned to its original place by the renter.
5. Sound in the multi-purpose room is available for an additional charge conditional to availability of a trained operator.

F. Footwear

1. Only footwear that is not considered harmful to the gym floor will be permitted therein.
2. **All wet or muddy footwear must be removed at the building entrance.**

G. Activities Permitted

1. Regular indoor sports are permitted in the gym. No roller skates, roller blades, or skateboards are allowed.
2. Indoor soccer is permitted with an indoor soccer ball only.
3. No baseball, football or other outdoor sport is permitted.
4. Food functions are permitted only by permission in restricted areas.
5. Facilities are not available for bingos, casinos, or dances.

H. Damages

Renters are responsible for any damages and will be billed for repairs that occur as a result of misuse or vandalism of the facilities.

I. General Prohibitions

Alberta Bible College is a smoke-free and alcohol-free building. There will be no exceptions.

Alberta Bible College is not responsible for personal injury, lost, stolen or damaged goods or equipment, or any items belonging to the users during the use of the facilities.

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BOOKING REPRESENTATIVE:

Name: _____ Address: _____

Business Phone: _____ Home Phone: _____ Fax: _____ E-Mail: _____

ALTERNATE CONTACT PERSON:

Name: _____ Address: _____

Business Phone: _____ Home Phone: _____ Fax: _____ E-Mail: _____

RENTAL INFORMATION:

Name of Group: _____ # of Participants: _____ Renewal: Yes / No Adults / Children

Facility Areas Requested: Gym Chapel/Theatre (Multi-purpose Room) Large Room Small Room

DATES & TIMES REQUESTED:

Month	Days/Dates	Times (From – To)	Rental
AUGUST 2018			
SEPTEMBER 2018			
OCTOBER 2018			
NOVEMBER 2018			
DECEMBER 2018			
JANUARY 2019			
FEBRUARY 2019			
MARCH 2019			
APRIL 2019			
MAY 2019			
JUNE 2019			
JULY 2019			

Name & Phone No. of Person Supervising while in Facility: _____

POST-DATED CHEQUES (made payable to Alberta Bible College) OR AUTHORIZATION TO USE A CREDIT CARD FOR THE FIRST OF EACH MONTH DURING THE RENTAL PERIOD MUST ACCOMPANY THIS APPLICATION.

CREDIT CARD AUTHORIZATION: Card No.: _____ Expiry Date: ____/____/____

Name of Card Holder: _____ Signature of Card Holder: _____

I have read the regulations and general information above and agree to the terms and conditions thereon.

RELEASE OF LIABILITY: I understand and agree that Alberta Bible College, her trustees, and employees are released from any and all liability under the terms of this rental agreement. Under no circumstances will legal action be brought against Alberta Bible College, her trustees, or her employees, by anyone directly or indirectly associated under the terms of this rental agreement. I also certify that my organization and/or all members of this rental group hold current liability coverage.

Applicant Signature Date