



Facilities Booking Request Form Cornerstone Christian School

43 Iroquois St E
Moose Jaw, SK S6H 4S9
(306)693-2937
www.ccsmj.ca
ccsoffice@ccsmj.ca

Room Requested: _____ Number of Attendees to Event: _____

Purpose of Request _____

Date of Event: _____ Hours of Event Needed: _____

Renter Contact Information:

Name: _____ Organization: _____

Address: _____

Phone Number: _____ Email Address: _____

Rental Fees (per hour): Monday-Friday

Gym: Club Sporting Teams PRACTICE Rate \$50

Gym: General Rate \$65

Chapel \$65

Classrooms \$65

Saturday: \$80

Sunday: No Rentals Available

Special Instructions/Requests:

Equipment Request (No Charge): _____

Smaller equipment such as balls, rackets etc. must be supplied by renter unless prior arrangements have been made.

Please indicate how many of each item you will need

Tables: _____

Chairs: _____

Stage/Perform (Chapel Only): _____

Volleyball/Basketball/Badminton Nets: (Please specify which net is requested): _____

Other: _____

Equipment Replacement Costs:

Volleyballs: \$65 per ball

Scooters: \$20

Badminton Racquet: \$20

Dodge Balls: \$25

Rental Policy: Please Read. If any of these policies are broken, future rentals may be denied.

Please initial you have read and understood each point.

- Facility Rental Form (see below) must be completed and approved by a member of the CCS office team. Completed forms can be sent to ccsoffice@ccsmj.ca for approval. Approval will be communicated via phone or email. ***Please note that indoor baseball rentals using hard balls will NOT be approved due to risk of damage to facilities. ____
- All fees must be paid in full before rental date along with a \$200 refundable damage deposit. Payments can be made via etransfer (payables@ccsmj.ca), visa, mastercard, cash or cheques (made payable to Cornerstone Christian School). ____
- **Renter must carry liability insurance in order to rent facility. To purchase renter's insurance please go to <http://ssba.instantriskcoverage.com/> once request has been approved by CCS office team. You will be required to register an account in order to purchase.** ____
- Cornerstone Christian School assumes NO responsibility for ANY injuries that occur during the rental. ____
- Renter assumes responsibility for liability and damages incurred during rental. If requested, CCS staff along with renter will be available to do a pre-rental check of facility prior to event. ____
- Maintenance staff MUST be available for all rentals. ____
- All gym equipment must stay IN the gym. No equipment is allowed outside. ____
- Non- CCS floor hockey sticks must have tape on the blade or they will not be allowed in the gym. ____
- Renters must inform CCS a MINIMUM of 2 days in advance if they plan to use the main basketball nets as these nets require specific training to set up and will NOT be allowed to be assembled/disassembled without an approved staff member supervising. ____
- If a sound technician is required during chapel rentals, CCS will hire a certified sound tech on renter's behalf. Renter will assume a \$50 sound tech fee on top of the hourly rental amount charge. ____

Renter's Signature

Date

Office Use Only:

Date Received: _____

Total Hours Used: _____ Cost Per Hour: _____ Total Owing: _____ Payment Method: _____ Damage Deposit Amount: _____

Received: Y N Refunded: Y N Payment

Received By: _____ Date: _____

CCS Approval: _____



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Tournament/All Day Gym Rental Policy

- **Ball Play:** All ball activities must be confined to the gymnasium. In the past, insufficient supervision led to damage, including broken ceiling tiles, lights, and bulletin boards from balls being thrown in the hallways. ____
- **Catwalk Access:** Access to the catwalk is strictly limited to organizers retrieving balls. As there are no fire exits in that area, spectators are not permitted on the catwalk. ____
- **Court Setup:** If two courts are in use, the stage will be available for seating. If only one court is in use, seating will be arranged around the court. ____
- **Basketball Nets:** Will always be up from December-March. These can not be adjusted or taken down for any rental. Please leave nets untouched unless you have prior permission from administration.
- **Setup Access:** We are happy to offer complimentary access for setup the evening prior to the event if it is helpful for your preparations. ____
- **Restricted Areas:** Access to the elementary section of the school is prohibited. This area will be cordoned off for the duration of the event. ____
- **Sound and Score System:** You are welcome to connect to the sound system for warm-up music, and you may also utilize the score clock as needed. ____

Special Instructions/Requests:

Renter's Signature

Date

Office Use Only:

Date Received: _____

Total Hours Used: _____ Cost Per Hour: _____ Total Owning: _____ Payment Method: _____ Damage Deposit Amount: _____

Received: Y N Refunded: Y N Payment

Received By: _____ Date: _____

CCS Approval: _____