



# GITANYOW INDEPENDENT SCHOOL

PO Box 369, Kitwanga BC V0J 2A0 Ph #250-849-5384 Fax #250-849-5870

## GIS RENTAL POLICY

### RENTAL AGREEMENT

- 1) A rental agreement as attached is required by all renters. The agreement sets out all the conditions of use and renter fees, to be filled out and signed by the renter.
- 2) The rental space is rented on a “first come, first served” basis, except for Gitanyow Independent School has priority over the facilities.
- 3) The facility can only be rented to an adult person (children and youth cannot be “renters”).
- 4) The facility shall not be used for any other than that stated in this rental agreement. If used for another purpose, this will affect future usage.
- 5) Gitanyow Independent School retains the right to cancel any event for emergencies, or if the rental agreement is not adhered to.
- 6) WIFI is not included.

### RENT

- 1) All bookings are made through the Reception Desk at the Gitanyow Independent School. All bookings must have a completed and signed Rental Agreement.
  - a. For information on availability and scheduling call (250) 849-5384, during normal School days and hours (Monday through Friday, excluding statutory holidays, Christmas and Spring Break; between 9:00 am to 3:30 pm).
- 2) All payments are made through the Reception Desk at the Gitanyow Independent School. A receipt will be issued to the renter.
- 3) Rent and Damage Deposit (see attachment #1) must be paid by cash **IN FULL PRIOR** to the event. (Cheques will not be accepted.)
- 4) The event date is not confirmed until the rent and damage deposit is paid in full.
- 5) All rental rates are final.
- 6) No modification, written or oral, shall be made unless signed (in writing) by both the renter and GIS Representative – Receptionist.

## **DAMAGE DEPOSIT**

- 1) A damage deposit is required for indicated rentals (See attachment #1).
- 2) The damage deposit is due with the rent.
- 3) The damage deposit will be returned upon satisfactory inspection of the rental area. This may take up to three (3) business days; if school is closed for Christmas or Spring Break, the refund will be issued three (3) business days after re-opening. An unsatisfactory inspection will result in some or all of the deposit being forfeited.

## **EQUIPMENT DEPOSIT**

- 1) Projector and Screen: \$200.00. Refunded in full if the items are returned in good condition.
- 2) Cordless Microphone: \$200.00. Refunded in full if the items are returned in good condition.

## **PROHIBITED INSIDE THE HALL**

- 1) No smoking or vaping
- 2) No confetti
- 3) No exposed candles

## **RENTER RESPONSIBILITY**

- 1) The renter/contact person agrees to be present at the function and is responsible for security, participant conduct and maintaining the facility in a clean condition.
- 2) The renter agrees that utilizing the rental space beyond the period stated on the rental application (i.e. next morning clean up or beyond the agreed time) may result in an additional charge to the renter.
- 3) The renter is responsible to comply with the Clean-Up Checklist (See Attachment #2). Any checklist items not completed will result in some or all of the Damage Deposit being forfeited.
- 4) The renter is responsible for the batteries required to operate the wireless microphone.

## **GIS JANITOR RESPONSIBILITY**

- 1) The janitor will open and close the rental space. Keys will not be given for the renter to use.
- 2) The janitor will provide garbage bags, a mop/bucket and a broom for the renter to use.
- 3) The janitor will set up and take down the floormats, tables and chairs for the event, including disposing of bagged garbage and recyclables.

## LIABILITY

- 1) Gitanyow Independent School or the Gitanyow Band accepts NO responsibility for any items left in the Hall by the renter, organization members, or function attendees.
- 2) It is understood the renter shall indemnify and hold the Gitanyow Independent School, Gitanyow Band, its elected council and employees save harmless from and against all liabilities, damages, claims, costs, fines, demands, suits and actions growing out of:
  - a. Any breach, violation, or non-performance of any covenant of proviso hereof on the part of the renter;
  - b. Any damages to property occasioned to be the use and occupation of the premises; or
  - c. Any injury or sickness to persons, including death resulting at any time there from, occurring or originating in or about the premises.

## GIS RENTAL RATES

Event / Function	Rent	Deposit	Total due
<b>HALL/GYM</b>			
Full Burial Process	\$ 750.00	N/A	\$ 750.00
Arrival / Smoke Feast	\$ 250.00	N/A	\$ 250.00
Memorial	\$ 250.00	N/A	\$ 250.00
Funeral / Settlement Feast	\$ 400.00	N/A	\$ 400.00
Stone Moving Settlement Feast	\$ 400.00	N/A	\$ 400.00
<b>Wedding:</b> Includes Any Dinner and Dance (with alcohol) Includes: day prior, day of, cleaning completed by 12 noon day after	\$ 1,000.00	\$ 500.00	\$ 1,500.00
<b>Dances</b>	\$ 500.00	\$ 300.00	\$ 800.00
<b>Dinner</b> (includes Birthday, Holiday, Family) 4 hours max + 2 hours set up + 2 hours clean up	\$ 400.00	\$ 200.00	\$ 600.00
<b>Special Community Events for Organizations:</b> Halloween, Christmas, etc	\$ 500.00	\$ 300.00	\$ 800.00
<b>Chuch Rally / Services</b>	\$ 250.00	\$ 100.00	\$ 350.00
<b>Conferences, Workshops &amp; Meetings</b> Daily Rate (Damage Deposit per booking) Full Day	\$ 500.00	N/A	\$ 500.00
<b>Meetings</b> Half Day	\$ 300.00	N/A	\$ 300.00
<b>Bingos</b> Deposit can be kept on file for reoccurring bingo's or returned after each bingo event	\$ 450.00	\$ 200.00	\$ 650.00
<b>Fundraisers</b> Fun Night, Loonie Auction, Flea Market, Bizzare, Craft Fair, etc.	\$ 250.00	\$ 100.00	\$ 400.00
<b>Sports Tournaments / Tribal Leagues</b> Daily Rate (Damage Deposit per day rented)	\$ 250.00	\$ 150.00	\$ 400.00
<i>Separate Equipment Deposit required for use of Projector/Screen (\$200.00) and/or Cordless Microphone (\$200.00).</i>			
<b>SPARE CLASSROOM</b>			
Daily Rate	\$ 75.00	\$ 50.00	\$ 125.00
<b>FOYER</b>			
Daily Rate	\$ 100.00	\$ 50.00	\$ 150.00

**CLEAN-UP CHECKLIST**

*Renter's Responsibility*

*This checklist is to help ensure that your end-of-event cleanup of the space is complete, complies with your rental agreement and avoids additional charges.*

***Please report any operational problems or damages to the Janitor immediately.***

- \_\_\_\_\_ All garbage and recyclables are to be bagged properly and placed in a grey bin in the main hallway. (if the grey bin is full, place bags beside it).
- \_\_\_\_\_ All decorations (if used) must be removed, including tape remnants, without damage to the rental space.
- \_\_\_\_\_ All floors are swept, including the hallway in the rental space.
- \_\_\_\_\_ Wipe down all tables.
- \_\_\_\_\_ Stack chairs and fold down the tables.
- \_\_\_\_\_ Bathrooms: Clean and in proper order. All garbage bins are emptied and toilets are flushed.
- \_\_\_\_\_ Parking Lot: Remove all bottles, cans, broken glass, garbage and cigarette butts.
- \_\_\_\_\_ Kitchen: All appliances, sinks and counters are clean, tidy and disinfected. All appliances are turned off.
- \_\_\_\_\_ Kitchen: Swept and mopped.
- \_\_\_\_\_ Kitchen: All event food must be removed from the kitchen, fridge and freezer. Wipe up any spills.

All kitchen items belong to the School; they are NOT to leave the facility. Any missing items result in replacement charges.

**FAILURE TO COMPLETE THE ABOVE CLEANING MAY CAUSE THE FORFEITURE OF ANY OR ALL OF THE DAMAGE DEPOSIT.**