

PHOENIX EDUCATION FOUNDATION FACILITY RENTAL AGREEMENT



Group Name: _____ ("Renter")

Contact Name: _____

Address: _____

Phone: _____

Email Address: _____

Rental Date(s): _____

Start/End Time: _____

Start/End Time: _____

Start/End Time: _____

Event Description: _____

Area/Room	Hourly Rate		Total Hours	Total Fee	Additional Rental Items / Services		
	Member	Non-Member			TV, Audio/visual equipment, tables, chairs, beverages, food		
Birdhouse	\$30	\$40			Items/Service	Qty	Fee
Averary	\$30	\$40					
Meeting / Preschool	\$30	\$40					
Kitchen	\$40	\$50					
Gym	\$40	\$50			Notes:		
Other:							
Full Day Room Rental (8 hrs)	\$160	\$200					
Half Day Room Rental (4 hrs)	\$100	\$150					
Cleaning/Damage Deposit (Refundable)	\$100	\$100					
Phoenix staff Set-up/Tear-down	\$50	\$50					
Discounts							
TOTAL:				\$50.00			
					TOTAL:		

*The Common area is shared space.

* Be considerate of noise and space.

PAYMENT INFORMATION					CREDIT CARD INFORMATION	
Grand Total:	\$50.00				Cardholder Name:	
	Date	Cash	Cheque	Credit Card	Card Number:	
Deposit: \$					Expiry:	CVC:
Rental Fee: \$					Signature:	

Phoenix After Hours Contact: Diana Stinn

Phone: 403-815-9437

Renter Signature*: _____

Date: _____

*** I have read and agree to the terms and conditions stated on the back of this contract**

Phoenix Signature: _____

Date: _____

PHOENIX EDUCATION FOUNDATION
320 - 19 Street SE, Calgary, AB T2E 6J6
info@phoenixfoundation.ca 403-265-7701

**PHOENIX EDUCATION FOUNDATION ("SCHOOL")
RENTAL AGREEMENT - TERMS AND CONDITIONS**

- 1 The Phoenix Education Foundation, hereafter known as the School, reserves the right to refuse any rental application from any organization, group or individual.
- 2 The renter must provide proof of insurance. The School is not responsible for damages or injuries to the renter's property, guests, staff, etc. The Renter is responsible for any damages to School property and furnishings.
- 3 The renter agrees to comply with all applicable Community, Municipal, Provincial and Federal Government Laws and Regulations, and assumes all liability for and undertakes promptly to pay all monies, if any, which are assessed against either the School or the Applicant in respect to the space is used. This includes, but is not limited to, the City of Calgary Maximum Occupancy Bylaw, Smoking Bylaw, Noise Bylaw, Recycling/Composting Bylaw and Signage Bylaw.
- 4 The renter agrees to indemnify and save harmless Phoenix, Phoenix School and the Phoenix Education Foundation or it agents from all claims as a result of bodily injury or death to any person or persons or from loss or damage to any property arising out of the Applicants use of our facility as aforesaid, however caused. Also to indemnify and save harmless the school or its agents for any debt or other monetary obligation incurred by the Applicant before, after or during use of the facility aforesaid.
- 5 The renter is responsible for and must reimburse the school for all damage to the facility caused by, or as a direct result of their event, by guests,
- 6 Lost key fee is \$500.00.
- 7 The School enforces Fire Protection Safety Codes and is subject to inspection by the City of Calgary Fire Department. No pyrotechnic devices, firearms or replicas, or open flames, including candles, are allowed in the building. All exits and aisles must be kept clear of equipment and people. In a fire or emergency situation, the renter is responsible for the evacuation of its invitees and organizers from the building. All rooms are **NO SMOKING / NO VAPING**.
- 8 Failure to comply with these rules will result in the immediate suspension of the program until the conditions are corrected at the expense of the renter. The program will be cancelled without refund to the renter if these rules are not adhered to.
- 9 The renter must familiarize themselves with the facility and the operation of any equipment prior to the program. The School does not provide technical assistance for the equipment.
- 10 The renter agrees to maintain the cleanliness and orderliness of the premises throughout the term of this Contract. Food and beverages are restricted to designated areas of the premises. Upon termination of the contract the renter shall leave the premises in the same condition as it was prior to the commencement of the contract. Normal wear and tear accepted. Upon a satisfactory inspection, the \$100.00 cleaning fee/damage deposit will be refunded. The keys are to be returned in the mail slot of the door on the southwest corner of the building .
- 11 **The renter shall confirm booking details and pay all charges pursuant to this Contract to the School at least fourteen [14] days in advance of the program date. Cancellations made at least seven [7] days in advance of the program date shall be reimbursed in full. Cancellations made with less than seven [7] days notice are nonrefundable.**
- 12 The School reserves the right to terminate or transfer the renter's contract providing at least two [2] weeks notice given. Breach of any terms of this Contract will result in the immediate termination of this Contract by the School.
- 13 Rental rates are subject to change without notice.

Renter's Responsibilities - Quick Checklist

At least one week before your rental Phoenix must have:

- " A copy of event insurance (single event insurance can be purchased through AMA, pal.insurance.com or easyinsure.ca)
- " Liquor licence
- " Cleaning / Damage Deposit

During Rental:

- " The door must be manned or locked at all times.

Before you Leave:

- " Doors must be locked and lights off before leaving each day.
- " At end of your rental, please drop rental keys in the mail slot in the door on the south west corner of the building.

After your Rental:

- " Report any broken items or damage.
- " Contact Phoenix to arrange the cleaning/damage deposit return.

PHOENIX EDUCATION FOUNDATION ("SCHOOL") SCREENING & SANITIZATION PROTOCOL

In compliance with Alberta Health Services Regulations, the Phoenix Education Foundation has instituted a screening and sanitization protocol that includes but is not limited to:

- 1 Staff, Visitors and Renters who will access the school for any reason must self screen for symptoms each day they are on site using the AHS Screening Daily Checklist.
- 2 Rugs and any soft furnishings may not be used on premises
- 3 Hand Sanitizer with at least 60% alcohol must be supplied by renter and used in conjunction with frequent handwashing.
- 4 Any areas that are used must be thoroughly disinfected using a product with a Drug Information Number and a virucidal claim. Alternately, Bleach solution at 1000 ppm can be used. Phoenix uses Pinosan. Pinosan must be left wet on the surface for 10 minutes in order for disinfection to be complete.
- 5 Masks must be worn in all public areas and when physical distancing is not an option.
- 6 Use of shared equipment is to be avoided when possible. Equipment that must be shared must be cleaned and disinfected after each use.
- 7 Serving food is discouraged and is only allowed with special permission from Phoenix. Server must practice hand hygiene and physical distancing and/or mask wearing.

Failure to comply with these rules will result in the immediate suspension of the rental agreement until the conditions are corrected at the expense of the renter. The program will be cancelled without refund to the renter if these rules are not adhered to.

Renters Cleaning Responsibilities

All rooms must be sanitized and disinfected using 1000 ppm bleach or Pinosan.

Garbage & recycling must be emptied into appropriate large bins in Library. Cleaning supplies and vacuum are in the janitor closet.

Checklist will be provided and must be initialed