

UMEI Christian High School Facility Rental

UMEI offers a wide range of rental facilities that make it a perfect venue for family gatherings, weddings, athletic activities, conferences, concerts, youth events....

For more information call 519-326-7448.

Description of Facilities

Gymnasium: Seating capacity of 700, microphones, screen
106 ft long x 69 ft wide
Stage – 14 ft high
Screen – 16 ft high x 20 ft wide on south side of gym

Auditorium: Seating capacity of 500 (seated) or 400 (tables & chairs)
81 ft long x 58 ft wide
Screen – 7 ft high x 12 ft wide on north end of gym

Chapel: Seating capacity of 220

Kitchen: Newly updated kitchen appliances and access to walk-in cooler, freezer, and commercial dishwasher.

Fully stocked with china, cutlery, and serving utensils.

Caterer: Supervisory rate of \$15.00 per hour or meal per person rate.
Call Tina Hiebert at 519-326-9515

Tables/Chairs: Total chairs available – 700 (grey plastic)
Chapel – 150 padded chairs
Tables – 55 8 ft rectangular tables

Microphones – 2

Risers – 8 wooden (8ft by 1ft)

Equipment: pianos, public address system, projection screen, movable risers, spotlight

Rental Agreements

Groups renting the facility are responsible for filling out the rental form along with a \$200 non-refundable deposit to UMEI. The entire deposit will be applied to the rental cost provided the rented facilities are left neat and clean and no damage has occurred. The balance of the rent is due the week prior to the event.

General Responsibilities

- Smoking and alcohol consumption is prohibited in all areas of the building and outside areas
- UMEI does not assume responsibility for personal property and vehicles on the premises
- Rented areas are to be cleaned prior to departure. Please leave the facility in a clean and tidy manner
- All groups should respect moral and ethical standards based on Christian principles.

UMEI Christian High School Facility Rental Fees

Facilities	CHARITIES AND NOT FOR PROFIT GROUPS	INDIVIDUALS	COMMENTS
Small Kitchen (Catering Fees - \$15/hr)	\$50	\$100	No ovens, dishes, cutlery, dishwasher.
Full Kitchen (Catering Fees-\$15/hr)	\$150	\$300	
Auditorium & Gym Events	\$150	\$200	Includes tables & chairs
Auditorium & Gym Sports	\$30/hr \$60/half day (Over 4 hours - \$150)	\$40/hr \$100/half day (Over 4 hours - \$200)	Includes showers, & nets No balls
Picnic Shelter & Outside Washrooms	\$50/day	\$100/day	Includes Park & Picnic Area
Baseball Diamond	\$20/game	\$50/game League - \$200 annual & \$20/game	\$20/game for back diamond
Classroom	\$30/hr \$50/4hr \$100/8hr	\$30/hr \$50/4hr \$100/8hr	
Basement	\$30/hr	\$30/hr	
Chapel	\$100	\$200	
Conference	\$1000/weekend	\$2000/weekend	All facilities Full weekend
Projector	\$50	\$50	Projector must stay at UMEI.
Spotlight	\$100	\$100	Covers cost of a new bulb

UMEI Christian High School

AGREEMENT FOR RENTAL/USE OF SCHOOL FACILITY

Facility/area requested: _____

Name of user/group: _____

Nature of activity: _____

Requested date: _____

Requested time of use: _____

<p style="text-align: center;"><u>Liability insurer/amount of insurance coverage:</u></p> <p>You are required to check one of the following options.</p> <p>A) Liability Insurance purchased through UMEI (according to rates set by user group insurer).</p> <p>If choosing A, please list the number of people at your event: _____</p> <p>B) I will arrange for my own liability insurance either through my home owner's or home rental agreement, or purchase through another company.</p> <p>If choosing B, please list the company, policy number and amount of liability insurance.</p> <p>Company: _____ Policy Number _____</p> <p>Date of Policy; _____ Amount of Liability Coverage: _____</p>

Applicant/main contact person: _____
(Must be over 18 years) (Name)

(Address)

(Phone number)

Rental/fee and method of payment: _____

Non Refundable Deposit required: _____

1. The applicant/authorized user/group shall ensure that the school facilities are used in a responsible manner.
2. Adequate adult supervision shall be provided by the authorized user/group.
3. The authorized user/group shall use only those rental areas that have been approved and identified above in this agreement.
4. Authorized users/groups are not permitted to modify electrical or mechanical equipment.
5. Authorized users/groups shall abide by any rules for use as provided by the UMEI including those attached to this agreement.
6. Parking shall be restricted to designated areas. Parking shall be supervised by the authorized user/group. All parking shall be at the risk and responsibility of the vehicle owner.
7. Smoking is not allowed on UMEI property. Consumption of alcoholic beverages is not allowed on UMEI property.
8. This agreement is not transferable and UMEI reserves the right to cancel this agreement or remove an authorized user/group or any participant at any time.
9. The applicant shall be responsible for ensuring that all authorized users/participants vacate the school grounds by the time specified in this agreement or as indicated by prior arrangement.
10. Unauthorized advertising shall not be permitted on UMEI property.
11. Outdoor authorized users/groups shall refrain from using areas specified if field conditions are unsuitable for play.
12. All costs incurred by the improper use of fire and security alarms will be charged to the authorized user/group.
13. The authorized user/group shall be responsible to the UMEI for all damages to the building and equipment. The facilities used by the authorized user/group shall be examined after use and any damages to the building and or its equipment shall be repaired or replaced at the authorized user/group's expense.
14. The UMEI shall not be responsible for personal injury or damage, nor the loss of theft of any personal property of any guest of the authorized user or member of the authorized group.

In consideration of the UMEI accepting this application and permitting use of its facilities for the purpose and activity stated above, the undersigned, for myself, my heirs, executors and administrators release the UMEI, its servants, agents or employees from any claims, demands, damages, actions or causes of action arising out of or in consequence of any loss, injury or damage to my person or property incurred while attending at or participating in the above-stated activity notwithstanding any such loss, injury or damage may have arisen by reason of the negligence of UMEI, its servants, agents or employees. If I am applying for use of the UMEI facilities for an athletic activity, I agree to ensure that every participant in said activity signs a similar release.

In consideration of the UMEI accepting this application and permitting use of its facilities for the purpose and activity stated above, the undersigned, hereby agree to indemnify and save harmless the UMEI, its servants, agents or employees from any claims or demands whatsoever which may be made against UMEI by any person arising out of or in consequence of the attendance or participation in the activity stated above by any person, together with all legal expense and costs incurred by the UMEI in defending any legal action.

The undersigned has read and on behalf of the authorized user/rental group agrees to be bound by this agreement and the terms and conditions contained herein and attached hereto.

(UMEI Representative Signature)

(Applicant's Signature)

Rules Attached

Date: _____

Facility User Group Outline of Insurance Coverage

This policy covers legal liability for user groups while using the UMEI facility.
Some restrictions may apply.

Type of Event	# of Participants	Example Premiums PST will be charged on fees
One Day Sporting Activity	1-25	\$25 - \$50
	26-100	\$50 - \$100
	101-250	\$75 - \$150
All Season Sporting Activities	1-25	\$75 - \$150
	26-100	\$150 - \$300
	101-250	\$225 - \$450
Meetings	1-25	\$15
	26-100	\$26
	101-250	\$50
	251-500	\$100
Events	1-25	\$25
	26-100	\$50
	101-250	\$100
	251-500	\$150
	501-1000	\$250