



# 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

### Equipment Request (No Charge):

**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: \_\_\_\_\_

### Special Instructions/Requests:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 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](mailto: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](mailto: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: \_\_\_\_\_