



# CPCS Facility Rental Policy

Crown Point Christian School (CPCS) facilities are intended to assist students enrolled at CPCS with developing their God-given gifts for lives of service in His Kingdom. Because of this, any CPCS events will take precedence over other groups or individuals wanting to rent CPCS spaces. When school facilities are not needed for CPCS events, the spaces may be rented out to others at the discretion of the Head of School or his designee. Larger or longer-term rentals may be referred to the CPCS Board of Trustees for approval. Concern for Christian principles will be considered when evaluating rental requests. CPCS reserves the right to refuse the rental/use of school property to any group for any reason. Any individual or group wishing to rent the facilities must contact the office to check availability and agree to terms of use.

## Rental Regulations

1. All groups using CPCS facilities must conform to the Christian principles of the school.
2. Rentals will be designated one of six classes with priority given to class one down to class six.
  - a. Class 1: School auxiliary groups, Illiana Christian High School, and supporting church activities
  - b. Class 2: Undesignated use (non-recurring), or for-profit organizations
  - c. Class 3: Family gatherings
  - d. Class 4: CPCS employees
  - e. Class 5: Non-school CPCS athletic teams or clubs (see related policy)
  - f. Class 6: Volleyball or basketball rentals

	Description	Gym/Campus Center Rental Fees	Kitchen Use Fee
<b>Class 1</b>	School auxiliary groups, Illiana Christian High School, and supporting church* activities	No charge if all regulations including cleanup are followed	No charge
<b>Class 2</b>	Undesignated use (non-recurring), or for-profit organizations	Gym or CC: \$300 for first two hours (minimum rental is two hours), then \$100 per hour additional. Both Gym & CC: \$450 for 2 hours then \$150 per hour additional	\$50 additional
<b>Class 3</b>	Family gatherings	Gym or CC: \$200 for the first two hours (minimum rental is two hours), each additional hour is \$50 Both Gym & CC: \$300 for 2 hours then \$75 per hour additional	\$50 additional
<b>Class 4</b>	Personal gatherings for CPCS employees	No charge if all regulations including cleanup are followed	No charge
<b>Class 5</b>	Non-school CPCS athletic teams or clubs (see related policy)	No charge if all regulations including cleanup are followed	N/A
<b>Class 6</b>	Volleyball or basketball only (non-profit groups only)	\$30 for a 1 to 1-½ hour slot or \$50 for a two-hour session	N/A

\* A supporting church supports the mission and philosophy of CPCS as stated in our Faith Statement.

A supporting church also financially supports the school and/or parents who send their children to CPCS.



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3. Building rentals must be requested online at least 2 business days in advance.
4. The building is only available for rental when no school activities are scheduled.
5. The group representative must be an adult and must be present during building use.
6. No doors are to be propped open at any time. Renters found propping doors will be assessed a \$50 charge.
7. Janitorial staff may be present in the building on Monday-Friday evenings. They will not be able to open any doors for you during your event. They will check that all doors and gates are secured before they leave and will turn off any lights that your event does not have access to. You must ensure that any exits used by your event are secured as well as all lights turned off before you leave.
8. If your event guests disturb the traffic cones in the parking lot, they must be returned to their proper location.
9. No alcoholic beverages will be allowed to be brought to or consumed in the building or on the grounds.
10. CPCS property is tobacco-free. This includes the building, grounds, and vehicles on the school premises.
11. The building will be left clean after the rental and ready for use for the next event. Detailed cleaning instructions and supplies will be provided at the time of rental and the renting group will be responsible for this cleaning. Failure to comply with this expectation will result in the renting group being charged an additional fee for the cleanup. Repeated failures to clean after use may result in loss of future rental privileges. Cleanup includes, but is not limited to:
  - a. **Gym Rental:** Cleaning supplies and a [Facility Rental Checklist](#) will be provided on the counter by the small kitchen window; the dry mop/broom will be in the nook near the athletic office.
  - b. **Campus Center Rental:** Cleaning supplies and a [Facility Rental Checklist](#) will be provided.
  - c. Any food or liquids spilled must be cleaned up immediately.
  - d. The gym floor/campus center floor must be dry-mopped after rental; no chemical sprays can be used on the gym or campus center floor.
  - e. If utilized, the tables must be wiped down after use.
  - f. If utilized, the kitchen must be cleaned following the checklist that is provided with the cleaning supplies.
  - g. All garbage must be emptied after rental; garbage bags will be provided with cleaning supplies.
12. Any damage (including accidental) to the building or property must be reported immediately to the Head of School and repairs will be paid for by the renting group.
13. Any not-for-profit or for-profit group renting CPCS facilities must provide proof of insurance to cover any damages or injuries that may occur during or as a result of rental.
14. Any group renting or using CPCS facilities agrees to hold CPCS, CPCS Employees, the CPCS Board of Trustees, and the CPCS Association harmless in case of accident or injury.
15. No keys will be distributed for the gym or kitchen rental. Gym Entrance Door will be set to open 30 minutes before the rental begins. The door will be locked at the time indicated on the rental agreement. When renting the Campus Center, the renter must pick up an access card during normal school hours which will allow entry through the closed gates. This access card should be returned when the rental is complete.



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16. The renting group's representative will:
  - a. Be the first to arrive and the last to leave.
  - b. Ensure the building is left clean.
  - c. Ensure that chairs are loaded onto the chair racks, tables are wiped and put away, and volleyball equipment is returned to the storage cart.
  - d. Ensure that the building was used only for the intent stated on the rental agreement.
  - e. Ensure that group members are only in the building during the times/dates on the rental agreement.
  - f. Be responsible to report to the Head of School any damages or injuries that occur during the rental period within 24 hours or the next business day.
  - g. Ensure that no doors are propped open at any time.
  - h. Know fire and tornado procedures.
  - i. Be responsible for following the rental regulations.
  - j. Be responsible for the actions of all members of the renting group.
17. When school is canceled or dismissed early due to weather, building use will also be canceled for that day.
18. The school will not provide any snow removal for your event outside of any snow removal that would be completed for the school day.
19. The Head of School has the right to terminate the rental agreement if these guidelines are not being followed. Termination of the agreement can happen during the pre-arranged rental period. In this case, all rental fees will be forfeited and any additional clean-up or damage fees will be covered by the renting group.
20. Sunday rentals are allowed for Class 1, 3, and 4.
21. Users of the Gym/Campus Center can use the Kitchen area for food at a cost of an additional \$50. Previously stated cleanup rules apply as well as Kitchen-specific cleaning duties.
22. Special rules for gym use:
  - a. Athletic shoes are required; shoes that mark or damage the floor are not allowed.
  - b. Basketball hoops may be used; no slam-dunking allowed. Renter is responsible to enforce this rule. If basketball hoops are used, they must be returned to the position they were in when the rental began.
  - c. No bouncing balls off ceilings or walls.
  - d. The volleyball net is the only other CPCS equipment that may be used. Arrangements to use the volleyball net must be made ahead of time.
  - e. Renters will need to provide their own balls and other equipment.
  - f. Locker Rooms are not available with any rentals.
  - g. No rollerblades or shoes with wheels.
  - h. Only school employees will move the bleachers.
  - i. No horseplay on the bleachers.
  - j. Only indoor-type balls may be used indoors, i.e. no hitting of hard baseballs.
  - k. No use of any tape on the floor without prior approval by CPCS staff.
  - l. No pushing or pulling of tables, chairs, or other equipment across gym floors.
  - m. All users should stay off the stage and out of storage closets without special permission.
  - n. Carpet squares are not included in any rentals.
23. No balls or athletic equipment are allowed in the Campus Center.