



Peoples Christian Academy Rental Fees - Effective September 1, 2023

(subject to annual review and adjustments based on CPI)

| Description | Seating Capacity (Maximum) | Fee Schedule: Standard | Fee Schedule: Non-Profit ¹ |
|--|-------------------------------|---|--|
| Classroom – Full Size | 36 (72) | \$38 per hour | 20% discount |
| Classroom – Half Size | 25 (50) | \$31 per hour | 20% discount |
| Chairs | - | \$0.80 per chair | 20% discount |
| Chairs setup and removal (per event) | - | \$37 per 50 chairs \$56 per 100 chairs \$74 per 200 chairs \$99 per 300 chairs | 20% discount |
| Tables | - | \$8 per table | 20% discount |
| Cafeteria | 80 (139) | \$38 per hour | 20% discount |
| Gymnasium 1 | 200 (350) | \$74 per hour | 20% discount |
| Gymnasium 2 (1-court) | 200 (approximately) | \$65 per hour | 20% discount |
| Gymnasium 2 (2-court) | 400 (approximately) | \$126 per hour | 20% discount |
| Gymnasium 2 and Walking Track | - | \$147 per hour | 20% discount |
| Walking Track | - | \$32 per hour | 20% discount |
| Bleachers | | \$165 (both sides) | \$165 (both sides) |
| East Playground & Field | - | \$74 per hour | 20% discount |
| West Playground (ELC) | - | \$38 per hour | 20% discount |
| Portable Sound System With Setup (musical instruments not included) | | \$76 per day | 20% discount |
| Microphone & Stand | | \$14 per event | 20% discount |
| DVD Player | | \$26 per event | 20% discount |
| TV | | \$64 per event | 20% discount |
| LCD Projector | | \$64 per event | 20% discount |
| Computer / Laptop for TV or LCD Projector only | | \$38 per event | 20% discount |
| Custodial / Cleanup Service (weeknights) | | \$37 per hour ^{2 3} | \$37 per hour ^{2 3} |
| Custodial / Cleanup Service (weekends & stat holidays) | | \$47 per hour ^{2 3} | \$47 per hour ^{2 3} |
| Wi-Fi Internet | | \$44 per event | \$44 per event |
| One-time Use Application Fee | | \$50 | \$50 |
| Multi-use Application Fee | | \$100 | \$100 |
| Weekend Facility Fee | | \$70 per event | \$70 per event |
| Other Services: | | | |
| Photocopy (Black and White) <i>note: photocopying must be done by PCA personnel</i> | | \$0.20 per copy | \$0.20 per copy |
| Photocopy (Colour) <i>note: photocopying must be done by PCA personnel</i> | | \$1.00 per copy | \$1.00 per copy |
| Deposit Fee (minimum 1-month in advance) | | | |
| Damage Deposit | | \$1,000 per application | \$1,000 per application |

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NOTES:

¹ **Non-Profit Discount:** A 20% discount will be granted when the Permit Holder submits their non-profit organization registration, complete with a valid number, along with the Permit Holder Application during the submission process. Moreover, for eligible long-term rentals, further discounts can be discussed and finalized as part of the booking confirmation procedure.

² **Setup and Cleanup Charges:** The Permit Holder will be charged for setup and custodial/cleanup services, which include 30-minutes prior to the event, the event's duration and 60-minutes following the event. Weeknight rentals may potentially have event-hour charges waived, subject to the specific rental type.

³ **Additional Clean-up Fees:** Extra charges may apply depending on rental related factors such as group size, the number of rooms used, and the inclusion of food or beverages. Specific details about these potential charges will be determined during the booking confirmation process.

TERMS AND CONDITIONS:

- Overtime Charges:** Any use of the facility beyond the specified time indicated in the application form will result in an additional fee for the Permit Holder. The additional charge will be calculated in half-hour increments for the extended period.
- Cancellation/Change Fees:** If the Permit Holder provides less than two (2) weeks' notice of cancellation or change to rental, but more than 48 hours before the scheduled event, a fee of 50% of the booking fee will be charged. If less than 48 hours' notice is given, the full booking fee will be charged.
- Weekend/Holiday Facility Usage Fee:** The charge for using the facilities on weekends or holidays is assessed on a per-event basis.
- HST** is not included and will be charged separately.