



Reed Ranch School

“Planting Seeds of Learning”

Box 12, Site 5, RR#1,
OLDS, Alberta T4H 1P2
Phone: 403-556-2429 Fax: 403-559-2249

Guidelines for Community Use of Facilities

The community use of Reed Ranch School by responsible individuals and groups is encouraged. In particular, educational and recreational use has a high priority. For the purpose of this rental policy, bus routes will be the boundaries of the “community”.

Rental Fees:

The school may be used for a \$30 fee for birthday parties, or immediate family evenings or family days, for families who have children attending the Reed Ranch School or the Reed Ranch ECS now, if the East Olds Baptist Church wishes to use it for their Youth Groups or Kids’ Clubs we will provide at no charge.

If it is for a bridal shower, Range Patrol meeting, Feeder Association meeting, or any other meetings, or whatever else, then the school will be rented to you for a reasonable fee:

\$ 60 / half day
\$120 / full day

Booking Procedures:

1. Phone Leanne Bennett (403) 556-2429 or (403) 556-2676 to arrange the booking and to make arrangements to pick up the keys.
2. Bookings must be made at least one day in advance of the activity. Renters are required to sign a contract.
3. Rental fee is required at the time you pick up the key.
4. The school will be rented only to groups where suitable adult supervision is provided (someone 18 years of age or older).
5. A full refund will be given if cancellation notice is provided 48 hours in advance.
6. School activities will take priority when the use of the school for outside functions comes into conflict with school activities or equipment.



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Contract for Community Use of Facilities

Responsibilities of the User:

1. Dry or wet mop area's used.
 2. Clean kitchen after use.
 3. Clean bathrooms; wipe out sinks; flush urinals and toilets; and pick up garbage.
 4. Empty garbage into incinerator/barrels.
 5. Check all exits to ensure that doors are locked.
 6. Please restrict usage to areas assigned and closely supervise all activities. This is school – alcohol is restricted from the school and grounds.
 7. Report any problems and pay for any breakage or damage.
 8. It is the responsibility of the rental group to return any equipment set up, or furniture configuration in the order in which it was found.
 9. Vacuum Rugs.
 10. Set the alarm system by entering *71 when exiting the building. (You will have 2 mins).
- If the procedures are not followed, a janitorial fee will be charged to the rental group and such action may result in the forfeit of any further school rental by that group.
 - Janitor Fees: A fee of \$25.00/hr. will be charged if there is additional work for the janitor.

Name of Group: _____

Contact Person: _____ Phone: _____

Date of Use: _____ Space to be used: _____

Time of Arrival: _____ Time of Departure: _____

Rental Fee: _____ (pd _____) Donation: _____

Responsible Party

Community Representative

School Representative