

MOUNTAIN VIEW SCHOOL DIVISION
EQUIPMENT RENTAL APPLICATION FORM

Mountain View School Division
Box 715
Dauphin, Manitoba R7N 3B3
Phone: (204) 638-3001
Fax: (204) 638-7250

Mountain View School Division Buildings are smoke-free 24 hours per day, seven days per week and grounds are smoke-free 8:00 am - 4:00 pm when school is in session.

NAME OF ORGANIZATION: _____

EQUIPMENT REQUIRED: _____

TO BE PICKED UP: _____

TO BE RETURNED: _____

CONDITION OF RENTAL

1. Equipment to be picked up and returned by applicant between 3:45 pm and 4:30 pm. Loading and unloading of equipment is the responsibility of the applicant.
2. The applicant hereby assures the Board that the equipment will not be abused and further guarantees payment for damage to or replacement of any equipment damaged or not returned. **ALL EQUIPMENT MUST BE RETURNED IN CLEAN AND SATISFACTORY CONDITION.**
3. Bookings must be made at least 7 days in advance, and payment must be made within 48 hours prior to planned pickup of equipment.
4. Mountain View School Division reserves the right to request a damage deposit.

RENTAL RATES

1. Chair Rental - ~~30~~ cents/chair/day, minimum charge \$30.00/day. Rental of 1500 or more chairs for a minimum of two days will carry a 15 cent/chair/day rate. These rates are also subject to 5% GST. **CHAIRS ARE NOT TO BE USED OUT-OF-DOORS AT ANY TIME. THE CHAIRS WILL BE INSPECTED UPON RETURN AND IF THERE ARE ANY DAMAGES, YOUR GROUP WILL BE BILLED.**

2. Coat Rack Rental - \$5.00/day/coat rack

Portable stage \$15.00/day/section

ORGANIZATION/CONTACT NAME: _____

ADDRESS: _____

SIGNATURE OF APPLICANT: _____

PHONE: _____

FOR OFFICE USE ONLY

Rental Fee: _____ = _____ Code: _____ Receipt No. _____
(+5% GST)

Supervision: _____ = _____ Code: _____ Total: _____
(+5% GST)

Condition of Equipment Returned: (to be completed by receiving School) _____

Date of Return: _____ Signature of person receiving equipment: _____

BUFF - Board Office GREEN - Applicant YELLOW - School PINK - Maintenance Supervisor