

# Community Use of Facilities and Equipment Agreement Form 545-1



Permission is granted, subject to the regulations and procedures set down by the Northwest School Division Board of Education, for the use of school space and facilities. Guidelines and rules for renting are contained in Administrative Procedure 545. This permit authorizes entry to, and use of school property by the renting party of the specified area(s) stated, and for the duration of time shown on the permit only. The school must be vacated at the expiration of the time shown.

<p><b><u>Booking Information:</u></b></p> <p>School: _____</p> <p>Dates/Times Requested: _____</p> <p>Organization: _____</p> <p>Address: _____          _____          _____</p> <p>Phone(s): _____</p> <p>Space Required: _____          (gym, classroom, conference room, etc.)</p> <p>Activity: _____</p> <p>Equipment Required: _____</p>	<p><b><u>Rental Rates &amp; Charges:</u></b></p> <p>Rental Fee: \$ _____</p> <p>Equipment Fee (if applicable): \$ _____</p> <p>Caretaking Fee (if applicable):          # of days _____ x minimum \$50/day: \$ _____</p> <p>Total Charges: \$ _____</p> <p>(Make Cheques payable to: Northwest School Division No. 203)</p> <p><i>Note: Caretaking fee will be retained by the          Northwest School Division in full.</i></p> <p><b>AON Insurance Policy #</b> _____          Provide copy</p>
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The Northwest School Division, School Community Councils and/or the Principal reserves the right to terminate activity during the rental period and/or to refuse application for the use of the school facilities upon violation of any one or more of the regulations governing the use of school buildings or upon report of unfavorable conduct during activities. School functions (including school community functions) will have priority over all others and notice shall be given by the school to the user group as early as possible when cancellations are necessary.

The applicant agrees to indemnify and save harmless the School Division from all losses, claims, demands, costs, damages, suits, or whatever nature or kind which may arise because of the use by the Applicant, its servants or agents. The Applicant is **required** to purchase its own liability insurance for any event it sponsors and for which School Division property is utilized. If the school division incurs any loss or damage for which the applicant is responsible, the School Division's insurers may claim reimbursement from the applicant. Additionally, School Division liability insurance does not extend to cover the negligence of non-school users of the property. Therefore, it is required that the applicant arrange liability insurance to cover such negligence. **Coverage must be in place prior to rental date.**

The person making the application will assume responsibility for the renting organization. A responsible adult must be present during activities and will assume responsibility for the security and safe keeping of the building, the participants renting the facility, as well as the behavior of the individuals using the facility. **Fees, when applicable, are to be paid in full at the school prior to the use of the school facility.**

I have read and understand the Northwest School Division No. 203 AP – 545 Community Use of Facilities.

\_\_\_\_\_  
**Authorized Representative Signature**  
 (must be over 19 years of age)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Principal or Designate Signature**

\_\_\_\_\_  
**Date**

<p><b>Completed by School after event:</b></p> <p>Caretaker: _____</p> <p>Hours Worked: _____</p>
<p><b>Completed by NWSD:</b></p> <p>1-1-05-091-050-034-171-9998 \$ _____</p>

**NWSD AP 545 - COMMUNITY USE OF FACILITIES Background** - Facilities which are under the jurisdiction of the Division are available to community groups whose main purpose is promoting cultural, educational and recreational advancement in the community. The use of these premises must not conflict with the school program. Rental and caretaking fees may apply.

### Procedures

1. School use activities for which there will be no charge include:
  - 1.1 School/student sponsored activity in which a staff member is in charge.
  - 1.2 School Community Council meetings and activities.
  - 1.3 Board/Division/employee meetings and functions.
  - 1.4 Parent Association meetings and functions.
  - 1.5 **Activities which revolve around school age children who are residents in the school community.**
  - 1.6 Certain events designated for community benefit including Remembrance Day programs, patriotic events and emergency assistance situations.In all of the above, appropriate arrangements for supervision and clean-up shall be made with the Principal of that school.
2. School use activities and meetings for which a caretaking fee may be charged include:
  - 2.1 Approved local community groups and recreation organizations.
  - 2.2 Groups sponsoring events for which no charge is made.
  - 2.3 Other meetings authorized by the Principal and School Community Council.
  - 2.4 Prior approval by Principal is required for extra caretaking services/costs.
3. School use activities for which a rental and caretaking fee shall be charged:
  - 3.1 Groups and clubs which are service-oriented and whose main function is to raise funds for their respective non-profit organizations.
  - 3.2 Elections.
4. Rental Rates and Charges (for classrooms and gymnasium)
  - 4.1 These are established by the School Community Councils and approved by the Board annually.
  - 4.2 Charges for caretaking services are reviewed annually by the Board.
  - 4.3 Minimum fee where caretaking is required will be \$50.00/day .
5. Application for Rental
  - 5.1 Applications for the rental of school facilities shall be made to the Principal.
  - 5.2 The Principal shall where appropriate consult with school staff and the caretaker(s) regarding the use of school facilities.
  - 5.3 The Principal has the authority to approve applications, but must **consult with** the Facilities Coordinator for all approvals.
  - 5.4 In a disputed case, the request for use of school facilities shall be referred to the Board by the Chief Financial Officer. This shall be done in a timely fashion and the Board's decision will be final.
  - 5.5 Collection of relevant fees is to be made at the school office where approval of the application is given. Fees are submitted monthly to the Division Office with a report of rental activity. Caretaking salaries are paid by the Division Office. Any funds in excess of the minimum \$50.00 daily caretaking fee will be applied to facility costs.
6. Restrictions/User groups shall observe the following:
  - 6.1 Smoking/vaping is **NOT** permitted in Division facilities.
  - 6.2 Alcoholic beverages and illicit drugs are **NOT** permitted in Division facilities.
  - 6.3 Adequate supervision by a responsible adult(s) must be provided with name submitted on the rental agreement.
  - 6.4 Admittance to a gymnasium is not permitted until the supervisor (name on rental contract) has arrived.
  - 6.5 Participants must wear footwear that is appropriate for the area being used.
  - 6.6 Participants are expected to take appropriate measures to keep the facility clean, tidy and free of damage.
  - 6.7 The user group must make provision for the security of the entire school facility during the period of time of their occupancy.
  - 6.8 The rooms and facilities used are to be left in the condition in which they were found.
  - 6.9 Failure to comply with the above rules and guidelines may result in the cancellation of the user group's rental privileges.
  - 6.10 In the event of damage to school facilities or equipment, the cost of repair and replacement will be the responsibility of the sponsors of the event.
  - 6.11 This administrative procedure allows for the provision of a joint-use facility agreement where applicable.
7. Liability Insurance
  - 7.1 It is required that the lessee maintain, during the term of occupation of the rented premises, comprehensive, general liability insurance. (The Division liability insurance only provides coverage for school sponsored events where students and staff are involved and taking responsibility for the event).
8. Division Office Facilities  
The Director may approve the use of Division Office meeting facilities for Division related groups.

### Regulations

1. Entrance to the building will be as directed by the designated supervisor or caretaker of the building. Only the designated areas listed above can be used by your organization.
  - 1.1 Make him/herself known to the Board employee in charge of the building.
  - 1.2 Ensure that specified times and locations are adhered to.
  - 1.3 Take any reasonable action required for protection of School Division property.
  - 1.4 Immediately report any damage noted by or caused by the group to the Board employee in charge of the building.
  - 1.5 Remain in attendance during the entire approved rental period.
2. Signs and Decorations - There will be no tacking or nailing of any signs or decorations or other materials on walls, floors, ceiling, nor any defacing of the building. If necessary, custodial charges may apply.
3. Use of Equipment - Please contact the administration of the school facility to make arrangements for use of any school equipment. Equipment requested by the user(s) **must** be specified (ie, chairs, tables, PA system, lighting, screens, etc) and agreed to by the Principal. Furniture or equipment that has been moved must be returned to its original place of storage. Only equipment specified in the agreement will be used.
4. Gym Footwear - Users participating in dance and physical exercise must provide clean, dry, and white-soled (non-marking) runners before going on gym floor. **NO outside footwear permitted!** Extra cleaning charges may apply.
5. Damages - Renter will be responsible for all damages caused during activity. Groups using the buildings will be expected to assume responsibility for reasonable care of the property and for obtaining any required permits. Lack of cooperation in this regard may result in cancellation of agreement. Repair or replacement of damage to building and/or equipment and any damage to furniture or fixtures will be paid for by the above organization.
6. Authority - The caretaker in charge, or the School Principal, or his/her designate, is the Northwest School Division's on-the-spot authority, and his/her instructions will be adhered to.
7. School Holidays, PD Days, Closures and School Functions - Facilities are not available on school holidays unless special arrangements are made in advance. School activities have priority for use of the facilities. Should one of the above scheduled days fall on a school holiday or professional development day, the use of the facilities for that day is automatically cancelled. Please check with the school for scheduled professional development days.
8. Hours of Use - The specified times asked for, and agreed upon, will be strictly always adhered to. All arrangements are for the **current school year only** and must be renewed in September, if desired. Users of the facilities **must** be out of the building one-half hour prior to the building being secured and at the scheduled time.
9. Cancellations - The renter must notify the School of any cancellations prior to rental wherever possible. Ideally 15 days notice will be given.
10. Supervision - User groups are required to provide adequate adult supervision of the participants for the duration of the rental activity. This person must:
  - 1.1 Be over 19 years of age;
  - 1.2 Make him/herself know to the Northwest School Division employee in charge of the building;
  - 1.3 Ensure that specified times and locations are adhered to;
  - 1.4 Take any reasonable action required for protection of Northwest School Division property;
  - 1.5 Immediately report any damage noted by or caused by the group to the Northwest School Division employee in charge of the building;
  - 1.6 Remain in attendance during the entire approved rental period.

Liability - The Northwest School Division will not be responsible for any property left on the premises by the renter, its officers, employees, servants, agents, contractors, volunteers or members.