



**SD70 (Alberni)**  
**FACILITY RENTAL CONTRACT**  
 (EXCLUDING ADSS)

Please complete and return this form in person to: SD 70 (Alberni) 4690 Roger St. Port Alberni, BC  
 For further information call 250-720-2750

<b>Group Name:</b>		
<b>Contact Person:</b>		
<b>Email Address:</b>		<b>Alternate Email:</b>
<b>Phone #</b>	<b>Work#</b>	<b>Cell#</b>
<b>Address:</b>		

<b>Activity planned:</b>		
<b>Estimated Attendance:</b>		
<b>Name of supervising adult (19 or older):</b>		
<b>Phone#</b>	<b>Work#</b>	<b>Cell#</b>
<b>Alternate supervising adult:</b>		
<b>Phone#</b>	<b>Work#</b>	<b>Cell#</b>

<b>Age group of participants:</b>	<input type="checkbox"/> <b>Adults</b>	<input type="checkbox"/> <b>Youth</b>
<b>Volunteer Leaders:</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>Spectator Admission Charged:</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>Start Date:</b>	<b>End Date:</b>	

Facilities are available Mon-Thurs from 6:00pm – 9:30pm. Fridays 6:00pm- 9:00pm (Times may vary depending on school) Your first choice may not be available – list ALTERNATE schools, times or days that you are willing to use.

CHOICE	SCHOOL	ROOM	DAY OF WEEK	START TIME	END TIME
1 <sup>st</sup>					
2 <sup>nd</sup>					
3 <sup>rd</sup>					

By signing below, I accept responsibility on behalf of our group, which includes maintaining order and being responsible for any damages our group may cause.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY

DATE RECEIVED:

INITIALS:



## SD70 (ALBERNI) FACILITY RENTAL CONTRACT

1. The Board of School Trustees authorizes the Secretary-Treasurer/Rentals Manager to rent district and school facilities to user groups provided that:
  - (a) The use does not interfere with school use
  - (b) The use is in the general public interest
  - (c) The appropriate supervision is assured
2. User groups are responsible for the security of buildings on entry, during use and upon departure.
3. User groups are required to acknowledge the insurance provisions of the rental contract and are encouraged to have their own liability insurance for their members and guests.
4. Except for volleyball nets and posts, gym equipment is **NOT** available for user groups, unless arrangements have been made with the individual school.
5. Anyone using gym facilities must wear non-marking athletic footwear.
6. Hockey sticks are strictly prohibited.
7. An adult supervisor must be at the facility at all times.
8. Caretakers will not open facilities for user groups. Do not open doors to allow other groups into the facility.
9. Schedules are subject to change. You will be notified of any schedule changes via email tagged "high importance" and requesting a read receipt. You must email the read receipt back to the sender. Please note, all facilities are closed during the month of December, Spring Break, Pro Days and long weekends. These dates are omitted from your schedule.
10. **NO** food, gum or drink (water is okay) is allowed in gym.
11. School District #70 buildings are non-smoking facilities. Smoking is prohibited in any school district building or on any properties including parking lots, fields, breezeways etc.
12. A post-dated cheque for the key/damage deposit is required at the initial sign up. To ensure that your deposit cheque is not processed you must return your key to the School Board Office on or before June 10<sup>th</sup>, **OR** at the end of your rental contract, whichever comes first.
13. Upon departure, all exits are to be left free of any objects, nets, benches, garbage cans etc. Not doing so causes an extreme evacuation hazard.
14. You must notify the Board Office of any changes to your contact information, email address, phone numbers etc.
15. You will be notified in writing via email if any of the above rulings have been breached. Any costs incurred due to failure to abide by these rules will be charged to your group. If your group fails to comply with the above rules on more than two occasions the board has the right to revoke your privileges at their discretion.

By signing below, I acknowledge that I have read, understood and agree to abide by the above mentioned rules. I understand that it is my responsibility to make all group members aware of the rules. I understand that failure to comply with any of the above mentioned rules may result in our facility privileges being revoked and termination of our contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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DATE RECEIVED:

INITIALS: