

SCHOOL DISTRICT #71 (Comox Valley)
Application for Use of School Facilities

A \$21.20 **PROCESSING FEE IS REQUIRED FOR EACH APPLICATION PRIOR TO THE APPLICATION BEING PROCESSED. No bookings will be made until payment is received. ** Exemptions (see below)

Permission is requested for the use of: _____
Name of school

Classroom # _____ Gym Library OTHER _____
Specify

Day of the Week: _____ Between the Hours of: _____ am/pm and _____ am/pm

Start Date: _____ End Date: _____

For the Purpose of: _____

Are the Users Adults or Youth (circle one) Yes No Is the activity for recreation purposes?

School or School District use? Community Group Use? Recreation Department?

Yes No Will a fee or admission be charged? Equipment Required: _____

NAME OF ORGANIZATION: _____

Name of Applicant: _____ email _____

Billing Address: _____ City _____ Postal Code: _____

Telephone (Home): _____ (Work): _____ Fax: _____

USER GROUP AGREEMENT WAIVER/INDEMNITY

I/We the undersigned, being 19 years of age or over hereby agree to accept for and on behalf of the named organization the allotment of school accommodation and the conditions as stated and to confirm with the "Conditions Governing Rental of School Facilities" set out on the reverse hereof and forming part of this agreement.

Signature of Lessee: _____ **Date:** _____

<p style="text-align: center;">SCHOOL AUTHORIZATION</p> <p style="text-align: center;">Approved / NOT Approved</p> <hr style="width: 80%; margin: 10px auto;"/> <p style="text-align: center;">Principal Signature</p>	<p style="text-align: center;">JANITORIAL REQUIREMENTS</p> <p>Janitor required for: School opening and closing after hours? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 150px;">Janitorial clean up after use? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>IF "NO", Name of employee responsible for school opening, closing and supervision: _____</p>
<p style="text-align: center;">Estimated Rental Charges</p> <p>Rental Rate per Hour \$ _____</p> <p>Number of Sessions _____</p> <p>Rental Cost \$ _____</p> <p>Processing Fee incl. GST \$ 21.20</p> <p>Custodian Costs \$ _____</p> <p>GST \$ _____</p> <p>TOTAL ESTIMATE \$ _____</p> <p>Deposit Received \$ _____</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Signature of Secretary Treasurer or Designate</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; float: right;"> <p style="text-align: center;">PERMIT # _____</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Other Conditions:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Work Orders: <input type="checkbox"/> Heat _____ <input type="checkbox"/> Parking Lot _____</p> </div>

Exemptions: School District Policy 8001MR1 ** Group A = Schools own use, PAC, District use, Licensed non-profit daycare societies and operators of Board approved out-of-school care programs; Learning Disabilities Association of B.C. and Youth Unlimited. AND if you are paying for a rental that exceeds \$20, the user fee is waived.

USER GROUP AGREEMENT WAIVER/INDEMNITY

The user agrees that there is no warranty expressed or implied on the part of the Board as to the suitability or condition of the premises hereby demised and that the Lessee accepts the said premises at his own risk and that the Lessee covenants to indemnify and save harmless the Board from all loss, costs, and damages which may arise as a consequence either directly or indirectly of the granting of this lease. The Lessee agrees to indemnify the Board for any loss or damage to the Board's property or any adjoining property due to the occupancy of the Board's premises to which this lease relates. The Lessee understands and agrees that this lease may be revised or cancelled at any time with or without cause and that in the event of such revocation or cancellation there should be no claim or right to damages, or reimbursement on account of any loss, damage or expense whatsoever.

CONDITIONS GOVERNING RENTAL OF SCHOOL FACILITIES

1. Lessees of school facilities must comply with all applicable Fire By-Laws and Regulations. These include using only fireproofed stage props; not exceeding the seating capacity and keeping exits clear. **Smoking is not permitted in school buildings or on school grounds.**
2. Adequate supervision is essential and Lessees of school facilities are required to give this careful attention, be prepared to pay for any damage done. It is recommended that all user groups carry appropriate liability insurance. Persons attending any function in a school must obey all reasonable directions for the Board Employee in charge of the building at that time.
3. All facilities are rented on an **as is basis**. This applies to suitability, condition, and service, and the Board's obligation is restricted to the provision of facilities as they exist at the time of the rental.
4. Additional charges to cover necessary expenses may be levied by the Board if, following a Lessee's occupancy of school facilities, additional custodial or maintenance service is required as a result of litter or the premises being left in a dirty condition.
5. Adjustments for additional dates or for time lost due to school or statutory holidays will not be made unless at least 48 hours notice is given to the School District prior to the normal rental date.
6. Mobile equipment is not normally included in the rental unless the Lessee makes prior arrangements for use of such equipment.
7. The Board will not be responsible for any property left on school premises by the Lessee.
8. No advertising may be done through the school, nor can advertising be attached to the outside of the school building.
9. The following activities will not be permitted:
 - a) illegal activities;
 - b) any activity likely to cause damage or such as might bring the School District into disrepute.
10. Functions involving the following activities will not be permitted without specific Board approval by resolution:
 - a) dancing, other than school-sponsored dances;
 - b) consumption of alcohol on the premises.

FAILURE TO COMPLY WITH THESE CONDITIONS CAN RESULT IN CANCELLATION OF USE OF THE FACILITY.