



Note: * For use only for:**
-Weekends at John Paul II School; and
-At all times at Gerard Redmond, Holy Spirit, St. Gregory, and St. Mary Schools-
-Sundays, Summer and Special Events at schools in Spruce Grove

SCHOOL FACILITY USE AGREEMENT

BETWEEN
Evergreen Catholic Separate School Division
 (As the Owner)

AND

 (As the User Group)

THIS AGREEMENT IS TO BE USED ONLY FOR THOSE REQUESTS THAT ARE OUTSIDE OF ANY JOINT USE AGREEMENT PARAMETERS

****User Group requests must be submitted at least 2 weeks prior to event in order to receive consideration of Approval.****

1. The User Group agrees to rent the following facility from Evergreen Catholic Separate School Division:

_____ (SCHOOL NAME)
 2. Date, time, area(s) and equipment or special requirements requested:

DAY of the week	DATE (dd/mm/yy)	TIME (am /pm)	Areas (gym, kitchen, etc.)	Equipment/Special Requests

Custodial and maintenance charges may be applied on an hourly rate of \$43.00 per hour, effective Sept. 2019

3. Type of Function: _____

Upon signing this Agreement, please be aware of all rules and regulations for the School Facility Use Agreement

4. Number of People: _____ Age Group: _____

USER GROUP:

5. Group Supervisor(s):

Name _____

Print: Name

Address _____

Email Address for billing

Postal code _____

Email Address (for billing): _____

Telephone Number _____

Print: Address (Include Postal Code)

6. Liability Insurance (see #6 over)

Yes (copy MUST be attached) No

If NO, User group must purchase ECSR No. 2 Liability Insurance Application forms attached

Signature

Date

FOR OFFICE USE ONLY

FACILITY AVAILABLE
 CUSTODIAN AVAILABLE

PRINCIPAL'S SIGNATURE: _____

COMMENTS:

INSURANCE VALIDATION: CERTIFICATE PROVIDED FACILITY USER GROUP INSURANCE PURCHASED

RECOMMENDATION FROM DIRECTOR OF FACILITIES & TECHNOLOGY SERVICES YES NO

BOARD APPROVAL: YES - SUBJECT TO VALID LIABILITY INSURANCE NO

RULES & REGULATIONS FOR SCHOOL FACILITY USE AGREEMENT

1. A designated representative of the User Group shall arrive at the facility prior to activities taking place and shall assume responsibility for any loss or damage to the facility(s) or equipment caused by the group, spectators or anyone associated with the activity.
2. Facility staff will permit groups to use only the equipment listed on this school facility use agreement. Arrangements to obtain equipment must be made with the school principal.
3. Groups utilizing facilities are required to replace equipment, chairs, and tables and to place refuse in the containers provided. All decorations and displays must be removed at the expiration of the rental. If kitchen facilities are included as part of the school facility use agreement, the User Group must ensure that the area is properly cleaned immediately following the rental.
4. Any group not providing adequate supervision or not adhering to the facility rules and those rules contained within this school facility use agreement shall receive one letter of warning prior to the suspension of facility privileges.
5. This agreement may be cancelled and the User Group required to vacate the premises immediately, together with any guests or invitees, if in the discretion of the representative of the Owner, the conduct of the User Group or any guests or invitees is detrimental or likely to cause damage to the facilities or equipment if continued.
6. **Liability:** The User Group shall indemnify and save harmless the Owner from and against all claims, demands, losses, costs, damages, actions, suits or proceedings arising out of or in any way relating to the rental or use of the facilities under this Agreement. Without restricting the generality of the foregoing, the User Group shall be responsible for any loss or damage to the facilities, howsoever caused, arising out of the use or rental of the facilities under this Agreement. The User Group WILL be required to provide the Owner with a Certificate of Insurance, in a form acceptable to the Owner, evidencing the coverage specified or requested by the Owner prior to the occupation or use of the facilities by the User Group. Facility User Group Liability Insurance must be purchased by Facility Users, who do not have access to liability insurance from other sources. (See "Facility User Group Liability Insurance Application")
7. **NO SMOKING** is permitted within any facilities as per Evergreen Catholic Separate School Division Policy #8080.
8. Any permit(s) required must be made in the name of the User Group. Liquor shall not be served to minors. The consumption of alcohol on school property or in schools is not permitted except at social functions where prior board approval has been granted, as per Evergreen Catholic Separate Regional Division No. 2 Policy #3040.
9. **Cancellation:** The User Group shall notify the school principal at least one (1) day prior to the scheduled rental date of any cancellation or change of times. In the event that the User Group does not

provide the above stated notice, costs associated with custodial arrangements and any Facility User Group Liability Insurance Applications may be assessed to the User Group.

10. Accident Procedure: The User Group must notify Division-designated supervisor or custodian of any accident that occurs during their use of the facilities. Notification should occur as soon as possible.

Please contact Evergreen Catholic Separate School Division Office for further clarification, if required, at 780-962-5627.



Evergreen Catholic Separate School Division Facility User Group Liability Insurance Application

This insurance is available to Facility Users, who do not have access to liability insurance from other sources. This coverage is only available for those activities listed as Low Risk and Medium Risk Activities. *High risk activities will only be provided with approval from our insurance provider.

Persons covered are all members collectively including Executives, Managers, Coaches, Trainers, Officials, Event Organizers and Volunteers while acting within the scope of their duties with respect to the activities.

Coverage:

Limit - \$2,000,000 general liability per occurrence including the following extensions:

- Premises, property and operations,
- Products and completed operations,
- Blanket Contractual (liability arising from certain specified contract,
- Personal injury (libel and slander),
- Employees, Members and Volunteers as Additional Insureds,
- Cross Liability (each insured covered, up to the policy limit in total),
- Tenants Legal Liability (for damage done to the rented premises).

A deductible of \$500.00 applies to bodily injury, property damage and legal expenses, for each claim.

Low Risk Activities

- Meetings and Retreats,
- Badminton,
- Dance Lessons,
- Tennis,
- Music lessons,
- Rope skipping,
- Art classes,
- Yoga, Pilates (subject to Certified Instructor)

Medium Risk Activities

- Basketball,
- Handball,
- Racquetball,
- Squash,
- Volleyball,
- Farmer's Markets,
- Swap Meets, Garage Sales

***High Risk Activities**

- Non-contact Martial Arts
- Tournaments



**EVERGREEN CATHOLIC SEPARATE SCHOOL DIVISION
Facility User Group Liability Insurance Application**

(To be completed in full and submitted with "School Facility Use Agreement")

I hereby apply for Facility User Group Liability Insurance under the ASBIE Facility User Group Insurance Program for the limits and deductibles listed below:

Coverage

Limit - \$2,000,000 general liability per occurrence including the following extensions:

- Premises, property and operations,
- Products and completed operations,
- Blanket Contractual (liability arising from certain specified contract,
- Personal injury (libel and slander),
- Employees, Members and Volunteers as Additional Insureds,
- Cross Liability (each insured covered, up to the policy limit in total),
- Tenants Legal Liability (for damage done to the rented premises).

A deductible of \$500.00 applies to bodily injury, property damage and legal expenses, for each claim.

Please Print

Name of Renter (Applicant):	
Address of Renter (Applicant):	
Phone:	Fax:
Email:	
Name of Facility:	
Risk Category:	
Type of Activities and Specific Details of the Event(s):	
Date(s) of the Event(s):	
Hours of the Event(s):	
Expected Attendance:	
Renter Signature:	
Print Name:	
Date:	Payment Enclosed: \$

NOTICE TO APPLICANTS

If insurance is bound, the applicant must promptly report any known or potential claim or action pertaining to this insurance (regardless of how insignificant it may appear at the time) to:

Evergreen Catholic Separate School Division
Suite 110, 381 Grove Drive, Spruce Grove, AB T7X 2Y9
PH: 780-962-5627 FAX: 780-962-4664

This application does not bind the Applicant, Evergreen Catholic Separate School Division or the Insurer, but it is agreed that this application will be the basis of the contract should a Certificate be issued, and it will be attached to and be made part of the certificate. The Applicant represents that if the information supplied on this application changes between the date of this application and the time when the policy is issued, the Applicant will immediately notify Evergreen Catholic Separate School Division of such changes. Please note that if payment is not received, any Certificate issued will be null and void.

This information is collected and distributed in accordance with the Freedom of Information and Protection of Privacy (FOIP) Act, Sections 33(1) and 37. Your personal information will be protected as per Part 2 of the Act. For further information concerning the completion of the form, please contact your FOIP Coordinator at Evergreen Catholic Separate School Div., Suite 110, 381 Grove Dr, Spruce Grove, AB T7X 2Y9. Telephone: (780) 962-5627

EVERGREEN CSRD USE ONLY

APPLICATION REVIEWED BY: _____ **MEETS FUG CRITERIA:** YES NO

RISK CATEGORY: LOW MEDIUM HIGH (INCLUDES TOURNAMENTS & NON-CONTACT MARTIAL ARTS)

APPLICATION APPROVED BY: _____ **DATE:** _____

INSURANCE PREMIUM: \$ _____ PAID INVOICE

COMMENTS:



**EVERGREEN CATHOLIC SEPARATE SCHOOL DIVISION
Facility User Group Liability Insurance Application
PREMIUM RATES, EFFECTIVE SEPTEMBER 1, 2019**

TYPE OF EVENT	# OF Participants	Premium Rates		
		Low Risk	Medium Risk	High Risk
One Day Sporting Events	1-25	\$50.00	\$100.00	Request Premium
	26-100	\$100.00	\$200.00	Request Premium
	101-250	\$150.00	\$300.00	Request Premium
Seasonal Sporting Activities	1-25	\$100.00	\$200.00	Request Premium
	26-100	\$200.00	\$300.00	Request Premium
	101-250	\$300.00	\$400.00	Request Premium
Meetings, Events, or Retreats per day or part day	1-25	\$20.00		
	26-100	\$40.00		
	101-250	\$75.00		
	251-500	\$125.00		
	Over 500	\$175.00		
Seasonal Meetings & Events - per day or part day	1-25	\$80.00		
	26-100	\$160.00		
	101-250	\$200.00		
	251-500	\$300.00		
	Over 500	\$350.00		
ADDITIONAL PREMIUMS REQUIRED				
Non-Contact Martial Arts	1-25			\$500.00
	26-100			\$750.00
	Closed Tournament (own students only)			included above
	Open Tournament (up to 100 outside participants)			\$1,000.00
Tournaments	up to 8 teams	\$250.00	\$250.00	\$250.00
	9-16 teams	\$375.00	\$375.00	\$375.00