

Application for Use of School Facilities

Please print.

Permit: _____

Invoice: _____

Facilities

School: _____ Area: _____
list ALL rooms or areas to be accessed

Days of Week: _____ Estimated No. of People: _____

Times Required: From _____ a.m./p.m. To _____ a.m./p.m.
must include set-up and clean-up time

Starting Date: _____ Ending Date: _____
all school holidays, weekends, Pro-D days, and evenings are excluded from this period.

Use

School/School District Community Group/Recreation Group Commercial

Activity: please give details _____

Age Group 90% 18 years or under? Yes No

Admission Fee? Yes No

Donations? Yes No

Paid Instructor? Yes No

Required Additional Equipment: _____
 Fees to Cover Rental Only? Yes No

Required Additional Tables: # _____ or Chairs: # _____
 Showers? Yes No

Applicant

Name of Applicant/Group: _____

Address: _____ Postal Code: _____

Telephone (home): _____ (work): _____

Name of Adult Person in Charge of Event: _____

Telephone (home): _____ (work): _____

E-mail Address: _____

Person in Charge of Event is: A District Employee: An Employee of School Being Used:

Date Stamp:

Employee Agreement

I understand that by signing this application **I agree to be on site at all times during the event**, that I will personally check building security and arm the alarm system, and unless otherwise agreed, leave the building in a similar condition to which it was found. I also understand that failure to comply with these requirements could result in call-out charges being billed to myself or my school and/or loss of future privileges for the use of district facilities.

Signature of District 72 Employee: _____

User Agreement

I have read and agree to comply with the conditions of this agreement listed on the back of this form and School District 72 operational procedure 505 (Rental and Use of School Facilities). If I cancel all or part of this agreement I understand that I must notify School District 72 at least 15 calendar days prior to the event date to be eligible for a refund, with the exception the processing/administration fee. I understand that this agreement will not be validated until the undersigned (hereafter referred to as the User) receives a copy of this agreement complete with the school principal's signature.

Signature of User: _____ Date: _____

Postion in Organization: _____ Witness: _____

Approval
(for office use only)

Group _____ per Hour _____ Chairs @ _____ Tables @ _____

Hours per Session: _____ Custodial Hrs @ _____ Delivery Hrs @ _____

Number of Sessions: _____

Principal's Approval: _____ Comprehensive General Liability Insurance. User has provided proof.
(see #2 on reverse) N/A Y N

Secretary-Treasurer or Designate: _____ Initial _____



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1. Users of school facilities must comply with all applicable fire by-laws and regulations. These include using only fire-proofed stage props, not exceeding the seating capacity and keeping exits clear. Smoking is not permitted in school buildings or on school grounds.
2. The user further agrees to maintain at its own expense Comprehensive General Liability Insurance with a limit of not less than \$2,000,000 with insurers licensed in British Columbia, insuring against claims for personal injury, death, or property damage occurring upon, in or about the demised premises. The user shall provide the Campbell River School District with a copy of any and all insurance policies on request.
3. Adequate supervision is essential and users of school facilities are required to give this careful attention, be prepared to pay for any damage done and, if requested, provide evidence of financial responsibility (i.e. carrying of appropriate liability insurance). Persons attending any function in a school must obey all reasonable directions by the school district employee in charge of the building at that time.
4. The user shall indemnify and hold harmless the Campbell River School District and any of its employees, servants, agents and contractors from any and all loss, liability, claims or expenses arising out of the use and/or occupation of the property belonging to the Campbell River School District by the user and any of its officers, employees, servants, agents, contractors and volunteers, except to the extent that such loss arises from the independent negligence of the Campbell River School District.
5. 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.
6. Footwear which would damage or mark gymnasium floors or other areas is not allowed. No black-soled running shoes are allowed.
7. Additional charges to cover necessary expenses may be levied by the board if, following a user'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.
8. Mobile equipment is not normally included in the rental unless prior arrangements for use of such equipment is made by the user.
9. The board will not be responsible for any property left on school premises by the user.
10. No advertising shall be done through the school, nor can advertising be attached to the outside of the school building.
11. The following activities will not be permitted:
 - Illegal activities;
 - Any activity likely to cause damage or such as might bring the school district into disrepute.
12. Functions involving the following activities will not be permitted without specific board approval by resolution:
 - Dances, other than school-sponsored dances;
 - Consumption of alcohol on premises.
13. Unless special arrangements are made, normal rental times do not include; school holidays, weekends, professional development days, or evenings.
14. To view our operational procedure, visit www.sd72.bc.ca, Operational Procedures, OP 505 Rental and Use of School Facilities.
15. Our group will be responsible for ensuring we follow all COVID-19 protocols and have a safety plan which includes contact information for all participants.

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