

**COMMUNITY USE OF SCHOOLS AND OTHER FACILITIES
602D - Facilities Use and Rental Agreement Form**

Group Name:	
Name of Contact Person:	
Address with Postal Code:	
Telephone:	Home: Business:
Facility Requested:	
Part of Facility Required:	
Period/Frequency Requested:	
User Category:	
Rate:	
Purpose of Activity:	

CONDITIONS OF USE

1. The leader or president, etc. is responsible for the proper use of the building and property by ensuring all participants are familiar with board policy – Community Use of Schools and Other Facilities Policy, aware of emergency evacuation plans for the building rented and advising participants that no individual insurance coverage is provided. (Groups may wish to purchase their own personal accident insurance coverage).
2. Adequate and responsible adult personnel must be available to supervise when students/youth are present.
2. The building will be left in the same condition as it was found. Any costs for cleanup will be charged to the user at the applicable rate.
3. If it is necessary to move such items as desks, books, etc., they must be returned to their proper position so that school classes will not be disrupted.

4. Any damages which occur will be repaired or replaced at no cost to the School Board. The School principal will be informed immediately and given full details of such damage.
6. Group leaders must ensure before leaving:
 - a) That all windows and doors are secured and that the thermostat is set at the temperature at which it was found;
 - b) That an inspection takes place of all areas used and any evident fire hazards eliminated. Any hazard that cannot be immediately eliminated must be reported to the School principal as soon as possible.
 - c) That all applicable health and safety regulations, local ordinances, fire marshall and building code regulations are complied with.
 - d) That all participants adhere to capacity limitations for rooms rented and limit activity to that part of the facility rented.
 - e) That approved gym footwear is used when utilizing the gymnasium for physical activity.
7. Smoking is not permitted.
8. Use of alcohol is not permitted unless specifically approved, in writing, by the District.
9. The School Board or School Principal has the right to request the cancellation of any activity. Reasonable notice of such events will be given to the contact person named in the Agreement.
10. With reference to a property that has been landscaped, extreme care will be taken to ensure that participants in the group are kept off the landscaping at all times.
11. The School Board will not be liable for any type of loss relating to or arising out of the event and liability for any such losses is the sole responsibility of the User.
12. The User agrees to indemnify the District for any and all claims against the District associated with the use of the school by the User.
13. This agreement can be canceled at any time by the School Board, but in any event, concludes June 30th of the school year in which the Agreement was made.

**All users shall comply with Board policy on after-hours use of school facilities.
Further details on the Board policy may be obtained from the school principals.**



LICENCE AGREEMENT

The licence agreement is between the Newfoundland and Labrador English School District, hereinafter called the "District" and (organization, group or individual) hereinafter called the "User". The District hereby licences and permits the user to use the facility as described in this Agreement. The User has read and accepts terms of this policy governing Facility Use and Rental and accepts responsibility for any damage or breakage to the school building or property by the user or one of his/her members, guests or participants. The user agrees to the conditions specified by the District as attached. Newfoundland and Labrador English School District may require additional information including proof of specific liability insurance coverage for some uses prior to granting permission to use.

The Newfoundland and Labrador English School District will not be liable for any injury received by any participant or spectator, or for any loss of, or damage to, property, clothing or personal effects of any person or group using school facilities after regular school hours.

Rental Fee:

Name of Group Rep (Please Print):

Signature of Group Rep:

Date:

Approved by:

Date:

