
APPLICATION FOR RENTAL OF SCHOOL FACILITY

Four copies to be completed and distributed as follows

1 -- For the Applicant
1 -- For the Principal

1 -- For the Caretaker
1 -- For the Secretary-Treasurer

DATE _____

FACILITY REQUIRED: _____ (Classroom, Gym, Library, Etc.)

ACTIVITY ORGANIZATION WILL BE ENGAGED IN: _____

NAME OF APPLICANT: _____
(Group, Organization, Individual, etc.)

NAME OF RESPONSIBLE PERSON: _____

ADDRESS: _____ PHONE NO.: _____

Day(s) of the week and time(s) facility(ies) will be used: _____

The applicant hereby acknowledges responsibility for the following:

Open Close Open and Close Clean Up Open, Close and Clean Up

PREPAID FEES

Damage Deposit Fee \$ _____

Operations and Maintenance Fee \$ _____

_____ Other Fee \$ _____

Caretaking Fee \$ _____

Equipment Fee \$ _____

Subtotal \$ _____

GST \$ _____

Total amount due (Payable in Advance) \$ _____

White – Sec.-Treas. copy Yellow – User Group Copy Pink – School Copy Green – Caretaker Copy

The School Administrator reserves the right to grant or not to grant to an Applicant the opportunity to carry out any of the above activities.

Note: If applicant requests to use a facility on a regular basis throughout a month or a year, only one application need be completed but the details of the request should be indicated above.

SPECIFIC CONDITIONS:

I have read the facility use conditions on the reverse and hereby agree to abide by the said conditions. To waive any and all claims that the _____ Association, its members, invitees, or employees may have now or in the future against the Board, its trustees, employees, agents and representatives and to release the Board, its trustees, employees, agents and representatives from any and all liability for any loss, damage, injury or expense that the _____ Association, its members, employees or invitees may suffer as a result of use of or presence on the facilities of _____ School, owned and operated by the Board, due to any cause whatsoever including, negligence, breach of contract, or breach of any duty of care owed under the *Occupiers' Liability Act* by the Board, its trustees, employees, agents or representatives.

(Date)

(Signature of Applicant and/or Representative)

APPROVAL:

I hereby authorize the use, by the Applicant, of the above-named facility for the purposes authorized, and I hereby acknowledge receipt of the fee as indicated above.

Date: _____, 20____ School Administrator: _____

POST-USE FEES

Security Call Out Fee \$ _____

Amount assessed re: damages/losses to facility and/or equipment \$ _____

_____ Other Fee \$ _____

Subtotal \$ _____

GST \$ _____

Total amount due (Assessed after Use) \$ _____

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FACILITY USE CONDITIONS:

In making this request for the use of school facilities by the organization I represent, I agree to ensure that the following conditions are to be abided:

1. All approvals for school use shall be in writing, on Form 545-1, completed prior to use commencing. Said approval must be presented upon request by any school administrator, caretaker or designate.
2. Payment shall be made at the time of application, before the facility is rented. If payment is made by cheque, advance payment will not be considered to have been made until the cheque has been honored by the bank.
3. If after consultation with the caretaker, the Principal or designate feels the user group use of the facility adversely affects the normal cleaning schedule of the caretakers, a fee will be levied.
4. The user organization and individual users shall indemnify MECCS, it's employees and caretakers against all losses, claims, suits, expenses, damages, and demands arising from injury, death, or damage to any person or property during the users occupation or use of MECCS facilities and/or equipment.
5. Proof of a minimum of \$2,000,000 liability insurance must be provided by user groups involved in high-risk activities. Some of the following activities are exclusions on our liability policy and users will be required to carry their own coverage: gymnastics, roller blading, weight training, climbing walls without the proper safety harnesses, mechanical bulls, etc. All rules of any governing body for any sport will be observed and all safety precautions and protective equipment recommended by any governing body for any sport will be adhered to.
6. The user group using the facilities and/or equipment will be held liable for any damages and/or costs caused by their negligence
7. The user group will be responsible for any costs incurred should the security system be set off by a false alarm. If the alarm system is triggered, a security call out fee will be levied.
8. The user group concerned shall name a responsible adult to supervise and safeguard school property and see that all safety rules and regulations of the School, Board and all levels of government are observed. The responsible adult will ensure there is proper supervision for all equipment use.
9. When users are responsible for opening and/or closing facilities, the responsible adult will ensure all doors are locked, the alarm system is reactivated and lights are turned off upon departure.
10. The facility, equipment and furnishings shall be left in a clean and orderly fashion, in the condition it was in prior to use.
11. Individuals from the organizations and/or groups using the facility shall be confined to the areas booked.
12. Where in the opinion of the Principal or designate, the facilities and/or equipment are left in an unsatisfactory condition following its use by any group, the Principal or designate will take appropriate steps to remedy the situation. These may include:
 - a) denial of future use to the group,
 - b) assessment of additional fees.
13. There will be no alcohol or tobacco products sold, consumed or otherwise used in the school facilities.
14. The Principal or designate, out of necessity, upon reasonable notice, has the power to cancel any confirmed booking.
15. The Principal or designate may establish additional procedures and/or conditions of use.