

School District No. 85
Vancouver Island North

2017 - 2018

Return to: **Jennifer Cattermole**
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COMMUNITY USE OF DISTRICT FACILITIES & GROUNDS APPLICATION (PLEASE PRINT)

NAME OF RESPONSIBLE PARTY _____ "DATE" _____

BILLING ADDRESS _____

PERSON RESPONSIBLE /CONTACT _____

TELEPHONE #: _____ FAX #: _____

SCHOOL REQUIRED _____ "DATE(s) REQUIRED" _____

NATURE OF EVENT _____ "DAY(s) OF WEEK" _____

TIME OF USE: 'START _____ FINISH _____ "TOTAL HOURS" _____

FACILITY OR GROUNDS REQUIRED< _____
(ROOM, GYM, MULTI-PURPOSE, ETC.)

EQUIPMENT REQUIREMENTS< _____
(Please note: All arrangements for equipment use must be made with the Principal or Vice-Principal of the School.)

RENTAL CATEGORY: (Refer to Community Use Regulations – the School District will advise if the category indicated is within policy and advise the applicant prior to acceptance of any charges or fees)

CATEGORY _____ "DAMAGE DEPOSIT" _____

CATEGORY _____ "RENTAL CHARGE" _____

CATEGORY _____ "EQUIPMENT CHARGE" _____

Insurance fee: \$5.00 per rental or \$30.00 for continuing event _____

Chairs required: (200 chairs) - \$50.00 per day + \$75.00 flat rate for delivery _____

Tables required: (20 tables) - \$20.00 per day + \$75.00 flat rate for delivery _____

Bleacher Assembly (PHSS MP Room) - \$75.00 flat rate _____

Custodial Fee - \$28.00 per hour (actual charges determined after event) _____

Note: A custodian or responsible staff member must be in attendance for supervision at all community use events. Custodians must be retained for clean up if required by School District #85.

Other rental fees may apply depending on the nature of the event

FOR ASSISTANCE IN DETERMINING CHARGES AND CATEGORY CONTACT JENNIFER AT 250-949-8155 (221)

This individual or group wishing to access school facilities agrees: To accept the above noted school accommodation in the condition in which it would have been left in the course of the normal education program; that there is no warranty expressed or implied on the part of the Board as to the suitability or condition of the school premises hereby demised, to accept the said premises at his own risk, to covenant to hold the Board harmless from all and any legal liability for loss, costs or damages resulting from bodily injury, including death of, or to any person or persons or from damage to the Board's property, including any indirect expense resulting there from other than loss, damage or indirect expense. In excess of \$1,000.00 caused by fire, arising out of the individual or group's occupancy of the premises to which this lease relates: that this lease may be revoked or cancelled by the Board at any time with or without cause and in such an event, the individual or group shall have no claim or right to damages, or reimbursement on account of any loss, damage or expense whatsoever.

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MUNICIPAL AND PROVINCIAL FIRE BY-LAWS REGULATIONS

- 1) NO SMOKING ON SCHOOL BOARD PROPERTY
- 2) NO PARKING WITHIN TWENTY-FIVE FEET OF SCHOOL BUILDING
- 3) SEATING CAPACITY MUST NOT BE EXCEEDED. (FOR MORE INFORMATION, CONTACT THE PROPERTY DEPT.)
- 4) EXITS MUST BE KEPT CLEAR.
- 5) ONLY FIREPROOF STAGE PROPS MAY BE USED.

REGULATIONS GOVERNING USE OF SCHOOL FACILITIES & GROUNDS

1. The School Board does not normally allow for the use of its facilities on statutory holidays. Those individuals requesting use during these periods, see Rental Conditions 4.13 Community Use Regulations.
2. Custodians may require individual groups to produce a copy of the approved application.
3. Individuals and groups using school facilities must comply with all applicable Fire By-Laws and Regulations. Failure to comply with these regulations and by-laws may result in the termination of the agreement.
4. The individual signing the agreement is responsible for the on site supervision of the group activity during the time that the agreement covers. Please indicate alternatives if applicable.

Board employees in charge of the school facility should be approached in reference to any Problems arising out of the use of facilities at the time of use.

5. All facilities are made available on an AS IS basis and only those facilities are indicated on the agreement may be accessed by the group or individual to which it applies.
6. In the event that an individual or group wishes to cancel its agreement for school accommodation, see Rental Fees 3.6 (Community Use Regulations).
7. For use of School Board Equipment, see section 3.5 and 4.3.
8. Non-school Board property, see Section 4.2.
9. Advertising of functions in the school is prohibited within the confines of School Board property, see Section 4.5
10. Requests for use of school facilities involving the serving or selling of alcoholic beverages is prohibited., see Section 4.6.

FAILURE TO COMPLY WITH REGULATIONS MAY RESULT IN CANCELLATION OF THE USE OF SCHOOL FACILITIES OR GROUNDS

The Undersigned having read the regulations governing use of school facilities and agrees to accept the facilities as indicated and to abide by the regulations.

Signature of User Accepting responsibility

Secretary Treasurer or Designate