



SCHOOL FACILITY USE APPLICATION

Please submit application to the school requested for approval

| | | | | | | | | | | | | | | | | | | | |
|--|----------------------------|------------------------------------|--------------|--|------------------------------------|----------------------------|--|-------------------------------------|----------------------------|--|--------------------------------|----------|--|--|------|----------|---|------|----------|
| SCHOOL REQUESTED: | AREA REQUESTED: | | | | | | | | | | | | | | | | | | |
| Dates and Times Requested | | | | | | | | | | | | | | | | | | | |
| Name of Organization | | | | | | | | | | | | | | | | | | | |
| Use to be made of space | | | | | | | | | | | | | | | | | | | |
| NAME OF CONTACT PERSON: | PHONE # | | | | | | | | | | | | | | | | | | |
| Address: | | | | | | | | | | | | | | | | | | | |
| <p>The following fees are an <u>estimate</u> and will be invoiced based on actual use upon completion of the rental:</p> <p><u>To Be Completed by the School:</u> (Please complete all appropriate areas to be invoiced)</p> <p>Rental Rates</p> <table style="width:100%;"> <tr> <td><input type="checkbox"/> Classroom</td> <td>\$25 per use</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Gymnasium</td> <td>\$25/hr; \$150/day X _____</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Auditorium</td> <td>\$35/hr; \$200/day X _____</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Other</td> <td>\$ _____</td> <td></td> </tr> </table> <p>Total Rental Fees \$ _____</p> <p>Caretaking \$25/hr X _____ hours \$ _____ (minimum 3 hours of additional caretaking when required)</p> <p>Lighting and Sound Technician \$20/hr X _____ hours \$ _____</p> <p>Equipment</p> <table style="width:100%;"> <tr> <td><input type="checkbox"/> Lighting /Sound Equipment</td> <td>\$75</td> <td>\$ _____</td> </tr> <tr> <td><input type="checkbox"/> Sporting Equipment</td> <td>\$50</td> <td>\$ _____</td> </tr> </table> <p>Sub-Total \$ _____</p> <p>GST (5%) \$ _____</p> <p>Total Estimated Charges \$ _____</p> | | <input type="checkbox"/> Classroom | \$25 per use | | <input type="checkbox"/> Gymnasium | \$25/hr; \$150/day X _____ | | <input type="checkbox"/> Auditorium | \$35/hr; \$200/day X _____ | | <input type="checkbox"/> Other | \$ _____ | | <input type="checkbox"/> Lighting /Sound Equipment | \$75 | \$ _____ | <input type="checkbox"/> Sporting Equipment | \$50 | \$ _____ |
| <input type="checkbox"/> Classroom | \$25 per use | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Gymnasium | \$25/hr; \$150/day X _____ | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Auditorium | \$35/hr; \$200/day X _____ | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Other | \$ _____ | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Lighting /Sound Equipment | \$75 | \$ _____ | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Sporting Equipment | \$50 | \$ _____ | | | | | | | | | | | | | | | | | |
| Invoice to follow upon completion of event. Cheques made payable to Good Spirit School Division | | | | | | | | | | | | | | | | | | | |

Liability: The renter shall indemnify and save harmless the Division from all liabilities, damages, costs, claims, suits or actions arising from:

- any damage to the property howsoever occasioned by the use and occupation of the premises; or
- any injury to any person or persons, including death resulting at any time therefrom, occurring in or about the premises or any part thereof or resulting from the use and occupation of the premises during the term of this rental agreement from any cause whatsoever.

Insurance: Without limiting the generality of the renter's promise in the paragraph above, it is recommended that the renter maintain during the term of occupation of the rented premises, comprehensive general liability insurance in an amount not less than \$2,000,000. Good Spirit School Division reserves the right to require proof of insurance where planned activities are deemed to be risky by the principal and/or facilities manager.

Signature of Renter

Date

Signature of Principal

Date

Signature of Operations Manager or designate

Date