

REQUEST/CONTRACT FOR USE OF SCHOOL FACILITIES



NAME OF RENTER: _____ Mailing Address _____ City _____ Postal Code _____ Phone: Home _____ Cell _____ Work _____ Email: _____	PERSON IN CHARGE (if different) _____ Address _____ City _____ Phone: Home _____ Cell _____ Work _____ Email: _____
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Name of Group _____ (Name) Alternate Contact _____ (Phone)

FACILITY REQUESTED _____ Gym Classroom Field Change Rm/Showers
 MPR/Theatre

Other _____ Has your group had use of this same facility in the past? YES / NO

Day(s) of Week Required _____

Start Date _____ End Date _____ Times _____ am/pm to _____ am/pm

ACTIVITY (be specific) _____

Is activity for recreation purposes only? YES / NO If there is an instructor, is s/he paid? YES / NO

Age range of group members: _____ Approximate number of members: _____

YOU MUST HAVE LIABILITY INSURANCE COVERAGE IN THE AMOUNT OF \$2,000,000 WITH BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY) AS AN ADDITIONAL INSURED.
Current copy of Certificate on file? YES / NO [must be provided before any use is permitted]

CONDITIONS OF USE:

This contract includes the terms of the attached **PROCEDURES GOVERNING USE OF FACILITIES**. There is no warranty, express or implied on the part of the Board of Education of School District No. 79 (Cowichan Valley) as to the suitability or condition of the facilities and you accept same at your own risk.

INDEMNITY AGREEMENT

I AGREE TO INDEMNIFY AND SAVE HARMLESS THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY) AND ITS OFFICERS, EMPLOYEES AND AGENTS FROM ANY CLAIM, LAWSUIT, LIABILITY, DEBT, DEMAND, LOSS, OR JUDGMENT (INCLUDING COSTS, DEFENCE EXPENSE AND INTEREST) WHATSOEVER AND HOWSOEVER ARISING EITHER DIRECTLY OR INDIRECTLY AS A RESULT OF THIS CONTRACT OR THE USE OF THE PROPERTY OR FACILITIES.

Applicant to initial here to confirm having read indemnity agreement

It is your responsibility to leave the facility the way it was found. **YOU WILL BE ASSESSED THE COST OF ANY DAMAGE.**

The personal information on this form is collected by Board of Education of School District No. 79 (Cowichan Valley) under the authority of the *School Act*, section 85(2)(g). The information will be used for the purpose of coordinating the rental of School District facilities. Personal information on this form will be protected under the *Freedom of Information and Protection of Privacy Act*. Questions about the collection and use of this information should be directed to the Secretary Treasurer, School District No. 79 (Cowichan Valley), 2557 Beverly Street, Duncan BC V9L 2X3, Telephone (250) 748-0321.

I certify that I have read and agreed to the terms of this Request for Use of School Facilities and to having received, read, and accepted in its entirety the attached Procedures Governing Use of Facilities. I assume responsibility to ensure that all members of my group comply with same. I further acknowledge the fact that failure to comply with the said Procedures can result in immediate cancellation, without warning, of my group's allocation.

Signature of Renter _____ Date _____

<i>School District Use Only:</i>		
USE APPROVED AS REQUESTED _____ School District's Authorized Signatory	RENTAL RATE & OTHER CHARGES TOTAL:	Send completed forms to: Operations Office S.D. No. 79 (Cowichan Valley) 2557 Beverly St Duncan BC V9L 2X3 FAX: (250) 748-2739

NO ALLOCATION WILL BE MADE UNTIL THIS FORM HAS BEEN COMPLETED, APPLICABLE FEES PAID, AND SATISFACTORY PROOF OF INSURANCE PROVIDED

PROCEDURES GOVERNING USE OF FACILITIES



Due to the prevailing insurance situation and legal atmosphere in Canada, the Board of Education of School District No. 79 (Cowichan Valley) (the "District") must insist that each Renter be familiar with and agree to the following procedures. If you have any questions regarding any of the contents, please contact us prior to signing the *REQUEST/CONTRACT FOR USE OF SCHOOL FACILITIES* (the "Contract").

CONTRACT

No one may use any property or facility owned or operated by the District without first entering into the Contract. These Procedures form a part of the Contract.

PAYMENT OF RENTAL RATES AND OTHER COSTS

The Renter must pay, in advance unless otherwise approved by the District, all applicable rental rates, custodial costs, and other charges as established by the District. An authorized District employee, such as a custodian, must be on duty for all after school use of a school facility, except when otherwise approved by the Secretary-Treasurer (or designate).

INDEMNIFY & HOLD HARMLESS

Accidents arising from sporting and other recreational activities occasionally happen on District property and facilities. Indeed, many activities include a foreseeable risk of harm and personal injury that are inherent in the activity itself. While the variety of risks are more than can be listed here, among the more obvious and frequent are trips and falls on playing fields, falls from equipment in gymnasiums, collisions with other players or users of District property and facilities, and being struck with sports equipment such as balls and bats. In view of these risks, the following is a term of the Contract:

THE RENTER AGREES TO INDEMNIFY AND SAVE HARMLESS THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY) AND ITS OFFICERS, EMPLOYEES, AND AGENTS FROM ANY CLAIM, LAWSUIT, LIABILITY, DEBT, DEMAND, LOSS, OR JUDGMENT (INCLUDING COSTS, DEFENCE EXPENSE AND INTEREST) WHATSOEVER AND HOWSOEVER ARISING EITHER DIRECTLY OR INDIRECTLY AS A RESULT OF THIS CONTRACT OR THE USE OF THE PROPERTY OR FACILITIES.

The Renter will also **indemnify and pay to the District** forthwith upon demand for any loss or damage to the District property and facilities or power wastage occurring or arising either directly or indirectly as a result of the use of the property or facilities under the terms of the Contract. Also, the Renter is responsible for any costs involved in "locking up" facilities left open by the Renter. See also "Locking Up", below.

INSURANCE

All Renters must have comprehensive general liability insurance coverage in the minimum amount of \$2,000,000.00, inclusive per occurrence for bodily injury and property damage, under which the District is an additional insured, and must provide evidence of this to the District in advance of use and thereafter on demand. Such evidence of insurance shall be in the form of a certificate of insurance.

WAIVER OF SUBROGATION

The Renter agrees to waive all rights of subrogation or recourse against the District with respect to the use or occupation by the Renter of the District property or facility described in the Contract.

ELIGIBILITY OF RENTERS

The Renter must represent a properly constituted community group capable of accepting responsibility for conduct of participants and be financially responsible for damage, if any. Minimum age of a Renter is 19 years.

SUITABILITY OF FACILITIES

There is no warranty, express or implied, on the part of the District as to the suitability or condition of any property or facilities and the Renter accepts same at his, her, or its own risk. If the Renter has any question as to suitability, she/he must first make arrangements to inspect the property or facility in question in order to determine suitability herself or himself.

Initial here to confirm having read these Procedures

USE OF FACILITIES

District property and facilities are to be used for recreation and leisure use only or as otherwise permitted in the District's sole discretion. All activities must be confined to the parts of the buildings and playing fields stipulated in the Contract. No subletting of facilities is permitted.

TYPE OF ACTIVITY

The Renter must limit himself/herself and his/her group to the activity or activities specified in the Contract unless otherwise authorized in writing by the District in advance.

SUPERVISION

The Renter is responsible for the admission, actions, and behaviour of all participants and/or spectators on the property or facilities of the District and must provide supervision by an adult, one of whom must be the Renter or the "Person in Charge" as designated in the Contract. The Renter or Person in Charge will:

- Make herself or himself known to the authorized District employee on duty in the building;
- Make all members of the group aware of these Procedures in advance of use of the property or facility;
- Enforce these Procedures and the Contract;
- Supervise entrance and adjacent area to prevent unauthorized persons from entering the property or facility;
- Limit activities and participants to the area assigned to the group;
- Ensure that specified days and times are adhered to and, if a slight variation in closing times becomes necessary, advise the authorized District employee;
- Ensure that all participants are off the property or facilities when the activity ends;
- Take all and any action that may be required for the preservation of the District's property; immediately report any damage noted by or caused by the group to the authorized District employee or to the Director of Operations (or designate) the next working day after the incident.

PARKING

Parking of vehicles is prohibited on all school grounds, except in specified parking lots. Fire lanes must be kept clear at all times. This is the responsibility of the Renter or the Person in Charge.

CANCELLATION

If any property or facility covered by the Contract is required for District purposes for all or part of the same time covered by the Contract, the Renter will make the property or facility available to the District, provided that the Renter receives seven (7) days' notice of any intended use.

LOCKING UP

Doors will be locked at all times. The authorized District employee will open the door just prior to the starting time for the rental group, subject to the presence of the Renter or Person in Charge. The Renter or Person in Charge will then be responsible for letting the rest of the group into the property or facility and will leave the door in the locked position. **Leaving the door ajar or reversed and unattended will not be tolerated.**

EMERGENCIES

In the case of emergency situations (fire alarms, power outages, etc.) the Renter or Person in Charge and all members of the user group must evacuate the property or facilities. The Renter or Person in Charge must report to the authorized District employee. Emergency lighting ensures that everyone has enough time to leave the building. **Staying in a building is a safety hazard and is against safety regulations.**

KEY DEPOSIT

A key deposit will be required of all groups allocated a key to District property or facilities on a regularly scheduled basis, the amount to be determined annually.

ALTERATIONS

No alterations, installation, or fastening shall be permitted in any building unless authorized in writing. Any field lining can only be done after consultation with the Director of Operations (or designate).

Initial here to confirm having read these Procedures

NO FOOD OR DRINK IN GYMS

No food or drinks are permitted in gymnasiums.

FOOTWEAR

All footwear with heels and/or hard soles is forbidden on playing floors. No street shoes or **street runners** are permitted in gymnasiums. The District reserves the right to ban any other footwear shown to cause damage to floor surfaces.

RESTRICTED SPORTS

Only **indoor regular** gymnasium equipment is permitted for various activities, as follows:

- Floor hockey – must use only approved plastic (Cosom) equipment
- Field hockey (inside) – must use only approved plastic equipment
- Baseball – must use only approved soft training softballs
- Soccer – must use only Nerf balls.
- Lacrosse playing is not permitted.

NOTE: Failure to observe these restrictions will result in immediate cancellation of the activity without further warning.

SMOKING AND VAPING

Smoking and Vaping is prohibited in all District buildings, grounds, and vehicles. The Renter must make this condition known to anyone using such property and facilities and to take active steps to stop any such activity. For further information please see Administrative Procedure 162 *Smoke and Vapour Free Environment*.

ALCOHOL AND DRUGS

The sale, serving, and consumption of alcoholic beverages and illegal drugs is prohibited anywhere on District property and facilities. For further information please see Administrative Procedure 163 *District Free School Buildings and Grounds*.

LANGUAGE

Profane or insulting language is prohibited anywhere on District property and facilities.

PLAYING FIELDS

The District has the right at any time to cancel, without notice, the right of any Renter to use any property or facilities if, in the sole discretion of the District, such use may damage the property or facilities. This discretion is most often exercised in the event of inclement weather, but it is not restricted to weather. The District is the final judge of the condition of its property and facilities but **expects the Renter to exercise good judgment in the use of the property or facilities during inclement weather.**

Activities or behaviour deemed to be a nuisance or unacceptable to the general public will not be tolerated.

TOURNAMENTS

During tournaments, the Renter is required to provide, at its own expense, on-site, self-contained, portable toilet units in sufficient numbers for reasonably anticipated demand and to make all arrangements for the delivery, servicing, and removal of same by the Contract end date and time. The Renter is also responsible for garbage clean-up and removal by the Contract end date and time.

LINING OF FIELDS

The District only provides lining seasonally or for special events as requested by the Principal. With approval from the Director of Operations, a Renter may choose to line a playing field if needed for game use.

USE OF EQUIPMENT

P.E. equipment such as volleyball and badminton nets and stands, where available, may be used by groups using school gyms, **at the discretion of the Principal concerned**. The groups must provide supplies such as balls, mats, racquets, etc. Games involving the use of equipment or supplies in such a manner as to damage District property and facilities are prohibited.

Initial here to confirm having read these Procedures