

USE OF FACILITIES/EQUIPMENT BY OUTSIDE ORGANIZATIONS APPLICATION FORM

Related Policy: Policy No. 904.2 – Rental, Use and Lease of Facilities/Equipment by Outside Organization

To Be Completed by Applicant

Applicant: _____ Phone: _____ (cell/work/home)

Group: _____

Address: _____

Event: _____

School: Lakes District Secondary School Room(s)/Equipment: _____

Date requested: _____ Time requested: _____ Return Date: _____

Number of participants: _____

Alcohol: ☐ Yes ☐ No *(If yes, School Board approval is required. This process needs approximately three months notification. Party Alcohol Liability insurance must be obtained from your local insurance agency)*

Costs: _____
(as determined by the school Principal/Vice Principal)

☐ I have read the attached Regulations 904.2 – Rental, Use and Lease of Facilities/Equipment by Outside Organizations. (page 2 & 3 of this application)

☐ I understand that all other areas of the school are not included in this agreement.

☐ I understand that I am liable for any costs or damages incurred by the above use of the facility and agree to indemnify the Board for any loss or damage to the property, including any indirect expense resulting from the above use. I accept the premises at my own risk and agree to hold School District No. 91 (Nechako Lakes) 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 property of others.

☐ I agree to the costs as determined by the Principal/Vice Principal.

Signed: _____ Date: _____

To Be Completed by Principal/Vice Principal or designate

☐ Approved ☐ Denied

Signed: _____ Date: _____

Rental over five (5) days in the school year: ☐ Send copy of form to Secretary-Treasurer, or designate

For rentals over five (5) days only: To Be Completed by Secretary-Treasurer, or designate

☐ Approved ☐ Denied

Signed: _____ Date: _____

Date approval or denial was communicated to school: _____



LDSS SCHOOL USE ADDENDUM

User group: _____

Date(s) _____

Time(s) _____

Room(s) _____

GYM Floor covering is required if tables, chairs and/or bleachers are used.

Chairs ☐ yes ☐ no If yes, how many _____ Bleachers ☐ yes ☐ no
Tables ☐ yes ☐ no

STAGE OR MPR Sound system ☐ yes ☐ no Theatre lights ☐ yes ☐ no Chairs ☐ yes ☐ no

Please note: No shoes or hard objects are permitted on the stage.

LABS OR CONCESSION Stoves ☐ yes ☐ no Refrigerators ☐ yes ☐ no Sewing machines ☐ yes ☐ no

Please note: You must bring your own utensils and dishes.

GENERAL CLASSROOM Equipment – Please specify: _____

ISSUES OF ALARMS AND BELLS – Please specify: _____

ACCESS (Please note that custodians are in the building from 3 to 11 pm (Monday to Friday not including Pro-D Days.)

During hours when the school is open or custodians are in the building. ☐ yes ☐ no
Front door card needed ☐ yes ☐ no
Room key needed ☐ yes ☐ no
Allen key to keep the front doors open and key for lights ☐ yes ☐ no

CUSTODIANS: Please be advised that there **may be a custodial charge** depending on the area used.
Check yes or no for more information on custodial charges. ☐ yes ☐ no

Signed out by _____

Signature _____

Phone Number _____

Date _____

SCHOOL OFFICE USE ONLY:

Teacher(s)

Contacted

Teacher(s)

Contacted

☐

☐

☐

☐

Custodial booked with Dispatch by _____ ☐

SUMMARY OF COSTS

Gym Floor Covering fee - \$100 per day **plus cleaning costs** (approx. \$80 to \$100.)

Stage sound system fee - \$50 per hour (or part hour). **Stage lights fee** - \$50 per hour (or part hour.)
(Stage sound system and light systems are available only if tech. personnel are available.)

Other room use fee – fee determined by Administration.

Chair cleanup fee - \$100 if you want the school to put the chairs away after your event has concluded. No charge if you put them away.

Custodial cleanup fee – If custodial is required, as determined by School District No. 91, then a four hour minimum could be charged so that the school is clean and ready for students.

Rental costs for the gym, multi-purpose room, concession and general classrooms will be determined on an individual basis depending on the use of the facility. Decisions and approvals regarding access to and use of our facilities are made by school administration and/or the School District.

Payment must be made as soon as booking is confirmed. Please make cheques payable to School District No. 91.

From Regulations 904.2 – Rental Use, and Lease of Facilities-Equipment by Outside Organization:**1. Definition**

Rental Day: can be either consecutive or cumulative over the school year.

2. Rental, Use and Lease of Facilities/Equipment by Outside Organizations Form

- 2.1. All applications must be made on the official form listed above which is available from the District School Board Office and/or schools.
- 2.2. A school may choose to use its own form in addition to the official form and may attach it to the official form.
- 2.3. All applications will be valid for the current school year in which the application was received.

3. Approval/Notification

For rentals, use or lease five (5) days or less, Principal/ Vice Principals approve requests at the school level. For any rental, lease or use greater than five (5) days, applications must be approved by the Secretary-Treasurer, or designate.

3.1. Rental - No longer than five (5) days

The school Principal/Vice-Principal will use his/her discretion to assess issues of liability and cost. The Principal/Vice Principal will approve or deny the request. The school will inform the applicant in a timely manner whether the application is approved or denied. Schools should retain a copy.

3.2. Rental – Longer than five (5) days

The school Principal/Vice Principal will use his/her discretion to assess issues of liability and cost. The Principal/Vice Principal will submit the form to the Secretary-Treasurer, or designate, for final approval or denial. The Secretary-Treasurer will notify the school of the final approval or denial. The school will then inform the applicant. The approval process should be done in a timely manner. Schools and the Secretary-Treasurer should each retain a copy.

4. Supervision

The members of any organization using a school building must be under the immediate supervision and control of a competent and trustworthy adult who will undertake to be personally responsible for the due observance of these regulations.

5. Damage and Injury

- 5.1. The applicant must take full responsibility for, and bear all costs in connection with damage to school property and injury to participants and the public.
- 5.2. The approved occupancy capacity of the school's gymnasium must be adhered to as well as seating capacities and arrangements as recommended by the fire department.

- 5.3. All safety concerns must be reported to the principal immediately and all users protected from hazards until the school district can correct the concerns.

6. Taxes

All federal, provincial and municipal taxes are the responsibility of the applicant.

7. Use of Gym Floors

Members of organizations using the gymnasium for physical education activities must wear regulation gymnasium footwear. Where street shoes are used, or where food and beverages are to be served, hardwood gymnasium floors should be protected by a floor covering.

8. Furniture and Equipment

- 8.1. The use of school equipment is allowed only upon the prior and specific permission from the Principal/Vice-Principal.
- 8.2. Prior approval is required for any movement of furniture or equipment.

9. Access to Facilities

- 9.1. Only those taking part in the activities contracted for may be admitted to the building, and then only to the facilities specified and the approaches to them.
- 9.2. Parking must be restricted to the designated parking areas allowing for emergency access.

10. Alcoholic Beverages

- 10.1. Possession or consumption of alcoholic beverages on any portion of school premises is strictly prohibited, except with the written permission of the Board of Education, School District No. 91 (Nechako Lakes). All decisions that are alcohol-related are the jurisdiction of the Board. Permission will not be granted by the Board for the use of alcohol in activities organized specifically for the purpose of fundraising for student activities e.g. fundraising for dry grad or international trips.
- 10.2. In instances where permission is given, the applicants must ensure permits are obtained and provide proof of permits should such permits be required.
- 10.3. Party alcohol liability insurance must be obtained.

11. Smoking

In accordance with Policy No. 902.2, all schools are designated as Smoke Free Areas; smoking and e-cigarettes are strictly prohibited.

12. Commercial Activities

Rental of school facilities/equipment should not be in competition to local businesses. Where facilities or equipment is to be used for commercial activities, an appropriate market rental rate should be charged.

Last revised date of Regulations: June 19, 2017