AGREEMENT FOR COMMUNITY USE OF SCHOOL FACILITIES

GENERAL RULES

1. Renters are to have a copy of the approved permit available during their booking.

2. The authorized rental user shall ensure that the school facilities are used in a responsible manner and ensure that the facility is left as it was found.

3. Adequate adult (at least eighteen (18) years old) supervision shall be provided by the authorized user.

4. During the hours of the permit, a designated Board representative, if available on the property, will be responsible for the building. The authorized user will be required to adhere to their instructions. In the absence of a Board representative, the authorized user will be in charge.

5. Rental groups or organizations shall use only those rental areas that have been approved and identified on the rental permit.

6. Rental groups shall be restricted to the hours and frequency of use as specified on the rental permit. Failure to leave at the appointed time may result in additional charges.

7. Doors will be opened fifteen (15) minutes prior to the scheduled rental time and locked fifteen (15) minutes after the scheduled time. Exterior doors shall not be propped open. It will be the responsibility of the rental group to coordinate the access of late arrivals. The applicant shall be responsible for all rental participants and must ensure that the school grounds are vacated by the time specified in their permit. Failure to leave the building and/or grounds at the specified time may result in additional charges.

8. Parking shall be restricted to designated areas and limited to authorized users of school facilities. Parking shall not be permitted on driveways, fire routes or lawns. Where parking is permitted, parking shall be supervised by the authorized user. All parking shall be at the risk and responsibility of the vehicle owner. Failure to comply may result in ticketing and/or towing.

9. Athletic equipment shall be provided by the rental group, except volleyball poles which can be provided by the school. The use of school equipment, including computers, is prohibited.

10. The conduct of all participants should be such that there is no offense to the other users of the building or the general public.

11. Upon submission of an on-line application request, the applicant agrees to all terms and conditions as set forth by the Board.

12. The Board shall reserve the right to remove any permit user. Permits are not transferable.
GYM USE
13. Only non-marking footwear and Board approved equipment will be allowed for gymnasium use.

14. Floor hockey is only permitted at select locations. Where permitted, only Board approved indoor equipment is allowed.
   Approved floor hockey sticks include:
   - DOM Polyethylene blade sticks

15. Baseball is only permitted at select locations. Where permitted, only Board approved indoor equipment is allowed.
   Approved baseballs include:
   - Plastic training balls ("whiffle balls") ex. Rawlings 5-Tool Plastic training balls
   - Soft foam training balls ex. Rawlings 5-Tool multi-use soft foam training balls
   - Tennis balls
   No hardballs, softballs, soft baseball, T-ball sponge rubber or any other ball not included in the approved baseball list.

RESTRICTIONS
16. Outdoor rental groups or organizations must refrain from using area(s) specified if field conditions are unsuitable for play.

17. Smoking shall not be allowed on Board property.

18. Alcohol is forbidden unless prior approval has been obtained from the Director of Education or designate.

19. Food and Beverages (excluding water) shall not be permitted in Board buildings including gyms and other facilities unless special permission has been granted and is included on the permit. Water is permitted. On rare occasion, if food is prepared, consumed and/or sold, the user group must obtain Rental Office approval and comply with Ministry Health and Fire Safety Regulations.

20. Nut and nut products are not permitted in Board buildings.

21. Rental users are not permitted to touch or use electrical or mechanical equipment.

22. Unauthorized advertising shall not be permitted on school property.

23. Fireworks, dry ice, fog/smoke machines and pyrotechnic devices are not permitted unless special permission has been granted by the Manager of Facility Services or designate and Fire Department.

24. Any videotaping or filming in a school building or on school grounds is not permitted unless special permission has been granted by the Manager of Facility Services or designate.
25. Animals, with the exception of a service dog, will not be permitted in school facilities.

26. Costs incurred by the improper use of fire and security alarms shall be charged to the rental user.

27. It is the responsibility of the renter to obtain a copy of the Fire Emergency Procedures found on the Board website or from the Rental Office. Fire emergency procedures are to be followed as outlined, prior to the first day of use indicated on the permit. A review of emergency procedures with all participants of the program is to be done on the first date of use.

**LIABILITY**

28. The holder of the permit shall be responsible to the Board for all damages to the building and equipment, and shall indemnify and hold harmless the Board from any and all claims. Facilities used by the applicant shall be examined after use and any damages to the building and/or its equipment shall be repaired or replaced at the renter’s expense.

29. The Board shall not be responsible for personal injury or damage, nor the loss or theft of clothing and equipment, nor damage to vehicles, of any member of the rental group.

**OTHER**

30. All renters are subject to the Board Policy (Community Use of School Facilities (CUS/Rental) P-PL-03) and Regulation (Community Use of School Facilities (CUS/Rentals) R-PL-03).

31. It is the responsibility of the rental group to notify the Rental Office three (3) days (72 hours) in advance that they will not be using a booked facility. Failure to provide a minimum of 72 hours notice may result in the rental group having to pay the scheduled custodial overtime fee, if applicable.

**Revision History**

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