



Application to Use District Facilities

Name of Group _____ Telephone: _____

I request to use _____ School Facilities
(name of school)

Date of use: _____ Time: _____

Space/Equipment Required: _____

Details of Event: _____

I acknowledge having read in full the agreement and as duly authorized agent or authorized signatory on behalf of _____ (name of organization or user), I accept all the terms and covenants of this agreement. I further certify that I have read the rules governing use of the school facilities attached hereto and agree to perform thereto, and to be strictly bound thereby.

Dated the _____ day of _____, 20_____.

Authorized Applicant Signature

Authorized Applicant Name

SCHOOL/BOARD OFFICE USE ONLY

1. Key No. _____

2. Alarm code: _____

Authorized Signature: _____

1. The application must be signed by an authorized officer or agent of the *Community Group, Non-Profit Group or Other Youth Group* (hereinafter referred to as the "User" or "Users" or "Tenant"). Once the application is accepted by the authorized representative of School District No. 87 (Stikine), the terms and conditions of the application shall form an agreement to which all members of the *Community Group, Non-Profit Group or Other Youth Group* agree to be bound and to observe. PLEASE READ THIS APPLICATION CAREFULLY AND INFORM ALL MEMBERS OF YOUR GROUP OF THE TERMS AND CONDITIONS OF THIS AGREEMENT.
2. The User agrees to make such rules fully known to its members and agrees to inform all members and users of the School Facility of the terms and conditions of this agreement BEFORE USING the facility or entering upon any property of School District No. 87 (Stikine) for the use of such facilities.
3. The user certifies and agrees that, prior to signing this application, it has received a copy of the RULES GOVERNING USE OF SCHOOL FACILITIES which rules are attached to and form part of this agreement, and further agrees specifically to make such RULES fully known to its members who may be making use of the School Facility in any manner during the time the group is authorized to make use of such facilities.
4. Notwithstanding the requirements for insurance (*if applicable*), as set out, it is understood and agreed by the parties hereto that the User shall indemnify and shall hold harmless the Board of Education of School District No. 87 (Stikine), and its employees, servants, agents and contractors, from any and all claims or expenses arising out of the use and/or occupation of the property belonging to the School District by the User and any of its officers, employees, servants, agents, contractors and volunteers except to the extent that such loss arises from the independent negligence of the School District.
5. **COMMERCIAL USERS ONLY:**
The User shall, without limiting its obligations or liabilities herein and at its own expense, provide and maintain the following insurances with insurers licensed in British Columbia and informs and amounts acceptable to School District No. 87 (Stikine):
 - (a) Comprehensive general liability insurance with a limit of not less than Two Million Dollars (\$2,000,000.00) or such other amount as the School District may choose, inclusive per occurrence for bodily injury and property damage including loss of use thereof. Such insurance shall extend to cover the user, its officers, employees, servants, agents and contractors as additional insured with respect to liability arising out of the use or occupation by the User of the property belonging to the School District. Such comprehensive general liability insurance shall contain coverage for premises and operations, products and completed operations, blanket contractual liability, cross liability, contingent employers liability, occurrence property damage, employees and/or volunteers as additional named insureds, broad form property damage and tenants all risks legal liability subject to a minimum limit of Two Million Dollars (\$2,000,000.00) to apply to the use and/or occupation by the User of the premises described in the permit or license agreement. Such insurance shall name the Board as an additional insured and the insurer shall notify the Board at least thirty (30) days in advance of cancellation or any material change in scope of coverage.
6. The User hereby agrees to waive all rights of subrogation or recourse against the School District with respect to the use or occupation by the user of the premises described in the permit or license agreements. The User shall be responsible for the defence of any suit brought against the Board or the School District on account of any claim alleging 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, including the property of the User, during the use, intended or otherwise, of the Board or School District property or premises. Furthermore, the User shall indemnify the Board for any loss or damage to the Board's or School District's equipment, including any indirect expenses resulting there from.
7. The party signing on behalf of the Users must be over nineteen (19) years of age.

1. Obey Rules	All regulations issued by the School Board, pertaining to the renting and use of school premises, as well as these rules, must be obeyed.
2. Non Compliance and damages	Breaking of these rules, or any occurrence of unreported damage to plant or equipment, will result in suspension of use of any school property to the group found responsible. Any damage, beyond normal wear and tear, will be charged to the person who signs the rental agreement.
3. Supervisors required	All groups using school facilities shall provide adequate supervision of the participants in the activity by a mature person(s). The right is reserved to evaluate the supervision. An individual appointed by the organization, on duty throughout the occupancy, will: <ul style="list-style-type: none"> 3.1 Make himself known to the custodian on duty in the building. 3.2 Enforce all Board rules. 3.3 Supervise entrance and adjacent area to prevent unauthorized persons from entering the building. 3.4 Ensure that all members are out of the building when the activity ceases.
4. Smoking	Smoking or the use of tobacco products are not permitted in School District buildings or on District property.
5. Alcohol	No alcoholic beverage shall be brought onto school property at any time, unless prior written permission is obtained from the School Board.
6. Vacating Buildings	All rentals must terminate by the time shown on the rental permit. Custodians on duty are authorized to close the premises at the time stated on the Rental Permit.
7. Footwear	Footwear, which would damage gym floors or other areas specified in the permit, is not allowed where use is made for sports or other similar activities.
8. P.A Systems	Use of the P.A Systems will be allowed only if the intended operator arranges with the School Principal, to receive adequate instruction on the proper use of the system.
9. Moving of Equipments	Moving of all Board equipment from one part of the building to another must be handled by the Custodial or Maintenance Staff.
10. Restricted Use	There is to be no access to other parts of the building not included in the rental agreement unless prior approval has been granted.
11. Temporary Storage	Temporary storage space may be allowed in the school, with prior approval of the Principal.
12. Clean up Grounds	Users must clean up the grounds after use.
13. School Use	School Functions take precedence over all others, and any rental which may interfere with school instructional time will not be approved.