



Living Sky School Division No. 202

APPLICATION FOR SCHOOL FACILITIES USE

A) APPLICANT:

Name of the Organization: _____

Person Applying: _____

Address: _____

Billing Address (if different from above): _____

Telephone: _____

B) NATURE OF FUNCTION: _____

C) NUMBER OF PEOPLE EXPECTED: Adults: _____ Students: _____

D) ADMISSION CHARGE: _____

E) SCHOOL REQUESTED: _____

F) ROOM(S) AND DATE(S):

<u>ROOM(S)</u>	<u>DATE(S)</u> MM/DD/YEAR	<u>TIME</u>	
_____	_____	From _____	To _____
_____	_____	From _____	To _____
_____	_____	From _____	To _____
_____	_____	From _____	To _____

G) DETAILS FOR CARETAKING STAFF:

i) Number of Chairs: _____

ii) Number of Tables: _____

ix) Other Requests: _____

INTERNAL USE ONLY

H) CHARGES:

<u>ROOM(S)</u>	<u># of TIME UNITS</u>	<u>RATE PER TIME UNIT</u>	<u>SUBTOTALS</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

RENT TOTAL: _____

EXTRA CHARGES (Description & Rate):

EXTRAS TOTAL: _____

IF NO CHARGE IS BEING RECOMMENDED, PLEASE STATE REASON: _____

GENERAL RULES & REGULATIONS

A. **SMOKING**

Smoking is prohibited and applies to all persons all at times using buildings owned or operated by the Living Sky School Division No. 202.

B. **LIQUOR**

The sale or consumption of alcohol on school premises is prohibited.

C. **DAMAGES**

The school reserves the right to assess costs for any unusual wear or damages caused by any function. The user will be required to pay for the damages. A damage deposit may be requested prior to the function.

D. **LOST OR DAMAGED ARTICLES**

The school will not be held responsible for lost or damaged articles or equipment brought in by the user of school facilities.

E. **EXTRA CHARGES**

All rentals are based upon the use of existing furniture and equipment located in the rented area. Additional charges may be assessed for movement of furniture or equipment.

F. **IN-COMING EQUIPMENT**

The school will not be responsible for moving or setting up equipment and materials brought in by renters.

G. **SUPERVISION**

Adequate supervision by competent adults must be provided in all cases when school buildings are being used outside regular school hours by school children, high school students and other young people.

H. **FOOTWEAR**

Proper footwear must be worn by participants if the gymnasium is used for sport activities.

I. **REFRESHMENTS**

The distribution of refreshments in gymnasiums is prohibited.

J. **CANCELLATION**

Any request for cancellation must be communicated by the applicant to the Rental Officer 24 hours prior to the date of the function. The school reserves the right to charge a cancellation fee.

K. **INSURANCE**

The lessee is advised to purchase its own liability insurance for any event it sponsors and for which school division property is utilized. In the event that the school division incurs any loss or damage for which the lessee is responsible, the school division's insurers may claim reimbursement from the lessee. Additionally, school division liability insurance does not extend to cover the negligence of non-school users of the property. Therefore, it is advised that the lessee arrange liability insurance to cover such negligence.