

Sacred Heart
 280 Gladstone Avenue North
 Christ the Teacher, SK S3N 2A8



Office Phone (306) 783-3128
Office Fax (306) 783-8406

Facility Rental Application

Name of Organization:				
Address of Organization:	Street:			
	City, Province:			
	Postal Code:			
Contact Number of Organization:	Phone:			
	Fax:	Email:		
Contact Representative:				
Contact Number of Representative	Phone:			
	Fax:	Email:		
Dates Requested:	Circle day(s) of the week: Mon Tue Wed Thur Fri Sat Sun			
	Month:		Dates:	
	Start Time:		End Time:	
Type of Event				
Please give a brief description of your event.				
Area/Rooms(s) Requested				

Gym Rental – hourly adult, dance groups and club teams		hours @	\$50.00 per hour	
Gym Rental – daily adult, dance groups and club teams		day(s) @	\$300.00 per day	
Classroom Rental – 1st hour \$25 & \$5 for each add'l hour		hours	\$25 plus	
Classroom Rental – daily		day(s) @	\$150	
Commercial Cooking Lab		hours @	\$30.00 per hour	
Computer Lab		hours @	\$40.00 per hour	
Science Lab		hours @	\$25.00 per hour	
Weekend Caretaking/Cleaning/Security/Cancellation Fee Without Notice During Non-School Hours (minimum of 3 hours)		hours @	\$30.00 per hour	
Other - Fields Hourly (or per agreement)*		hours @	\$30.00 per hour	
Other - Fields Daily (or per agreement)*		day(s) @	\$180.00 per day	
Total Fees Payable				

* Rates may vary depending on the activity and may be adjusted based on actual usage at the completion of the activity.

- **Single Booking Users** – rental fees are to be **paid 7 days prior** to the event, unless prior arrangements have been made.
- **Regular Renters** – rental fees will be **paid monthly**.
- Please make **cheque payable** to the Christ the Teacher RCSSD No.212 and submit to the school Administration Office.
- Payment can also be made via debit/credit at the school.

Facility Rental Guidelines

- Christ the Teacher Catholic Schools facilities shall be used primarily for the education of attending students. When available, the facilities may be rented to responsible individuals or community groups for appropriate civic, cultural, welfare or recreational activities that do not infringe upon, nor interfere with the operations and interests of the school division. Public use of school facilities should not interfere with school needs, programs or the security/maintenance of the school. The availability will depend on the needs of the school division.
- The Division reserves the right to set and adjust rates according to usage. Rental fees are collected by the school administration offices, unless other arrangements have been approved by the Division.
- An effort should be made for an equitable distribution of the use of facilities among the various organizations.
- Gymnasium renters will have access to basketball hoops, volleyball standards and nets, and badminton standards and nets. It is expected that consumable sporting equipment will not be provided by the school for all non-school activities (rackets, volleyballs, basketballs, floor hockey sticks, badminton birds, etc.).
- The use of schools for polling places is permitted provided classes are not dismissed to accommodate the poll. Provincial and federal election facility rental rates are set by the government. Caretakers will secure the building after the poll is closed, unless other arrangements have been approved by the Division.
- Groups or organizations are responsible to remove their supplies or equipment after each use of the facility (i.e. are not allowed to store supplies at the facility).

Building Access

- Renters will be provided with a key and a security code assigned to them by the school division in order to access the building. The key is to be returned to the office on the next school day after the rental period has expired.
- Single renter users may sign out a key from the school administration office and will be provided with a security code in order to access the building. The key is to be returned to the school administration office on the next school day.

Rental Availability

- No user shall be in a school building prior to 7:00 AM or past 10:30 PM unless prior arrangements have been made.
- Use during summer vacation, holidays, or other vacation periods shall not conflict with building, cleaning, and renovating programs and will depend on the availability of caretaking/cleaning personnel.

Supervision

Rental groups are required at least one responsible adult supervisor. This individual is responsible for those who are in the school during the booking time period and facility users are required to comply with facility use guidelines and any government health orders in effect during the date of use..

Security Deposit

Security deposits equal to 50% of the rental are recommended for all rentals, unless prior arrangements have been made with the Principal and/or the division office. The security deposit (if applicable) will be returned approximately one week after the rental, provided the facility is left in the same condition it was found. Renters must report any damage to school property within 24 hours. The Division may charge \$50.00 per occurrence if a group neglects to lock the doors and/or set the security system and may refuse further rentals for negligence.

Facility Supervision, Caretaking Fee & Cancellation Fee (Without Notice)

This fee is to be assessed when the services of a caretaker are required during or after an activity, for supervision and/or cleaning and for cancellation without proper notice.

Promotion of Healthy Lifestyles

Illegal drugs and alcohol are not permitted in all board owned and/or operated facilities or on school property. The use of tobacco products is prohibited in all board owned and/or operated facilities or on school grounds at anytime.

Liability Insurance

Liability insurance of the school division applies only to the students and staff for Board approved activities and to School Community Council activities. As the school division's liability insurance is not extended to cover non-school groups, it is recommended that renters maintain comprehensive general liability insurance in an amount not less than \$2,000,000. Christ the Teacher RCSSD No.212 reserves the right to require proof of the insurance where planned activities are deemed to be risky by the Principal and/or the Division. If the school division incurs any loss or damage for which the renter is responsible, the school division or its insurers may claim reimbursement from the renter. 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 renters arrange liability insurance to cover such negligence.

OTHER (Field Usage and Rentals)

- Agreements for field usage and/or rental of fields will be negotiated with the division office to ensure any maintenance and/or field preparation requirements are arranged in advance.
- The division office has the right to refuse the usage of fields if activities and/or weather conditions (i.e. excessive rain) may damage the condition of the fields.

Miscellaneous

- Food and/or drink are not permitted in the school gymnasiums.
- Any signs should be put up with either sticky tack or removable painter’s tape. All signs must be removed within the booking time.
- Please feel free to contact us if you have further questions or concerns.

AGREEMENT

The signatory hereby makes application to the Christ the Teacher Catholic School Division, for the use of school division facilities described in this application form and certifies that the information provided is correct. The signatory further states that he/she has the authority to make this application and agrees to the regulations as stated in division policy and rental application forms. The undersigned, who is to be in charge of the activities, is 21 years of age or over. The applicant agrees to exercise the utmost care in the use of school premises and property. The applicant further agrees to finalize all arrangements with the school administration office, including payment of fees, one week prior to the specified rental date.

Except for the school division’s sole negligence, the facility user shall agree to defend, protect, and indemnify for costs, legal and any and all other expenses or damages and to hold harmless the school division, its officers, employees, agents, and trustees from any and all claims, liabilities or suits arising directly or indirectly out of the use of the division’s facilities.

The facility user agrees to advise the Principal, as soon as possible, of any injury to participants and/or damage to the equipment and the facility itself.

The applicant further agrees to reimburse the school division for any damage arising from the applicant’s use of said facilities. The applicant signing this agreement will be considered the responsible party in case of damage, theft, or disturbances during the rental period. It is also understood that the Christ the Teacher Catholic School Division and its employees are not responsible for lost or stolen articles.

Signature of Renter

Date

Office Use Only

Your Application Has been: Approved Denied

Total Charges: Amount Paid: Date Paid:

Payment Method: Cheque # Cash

Principal’s Signature

Date

Field Usage Checklist - Christ the Teacher RCSSD No.212
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Description	Division Responsibility	Renter Responsibility	Received (Initial)
Regular Grass Cut Cost	Yes	No	
Additional Grass or Field	No	Yes	
Line Painting/Field Markers	No	Yes	
Soccer Nets (Basic)	Yes	No	
Other Nets (i.e. Lacrosse)	TBD	TBD	
Washroom Facilities (Porta-Potty)	No	Yes	
Food Services (Agreement with School if Required)	TBD	TBD	
Additional Lighting	No	Yes	
Bleachers	TBD	TBD	
Score Clock	TBD	TBD	
Field Accessibility Approval (i.e. Weather Conditions)	TBD	TBD	
Proof of Group Liability Insurance	No	Yes	_____