

# *Christ the Teacher Catholic Schools*

ROMAN CATHOLIC SEPARATE SCHOOL DIVISION #212

## *Elementary Facility Rental Application*

**AP 547.01**

<b>Name of School Facility:</b>	<u>Yorkton/Theodore:</u> <input type="checkbox"/> St. Alphonsus School <input type="checkbox"/> St. Mary's School <input type="checkbox"/> St. Michael's School <input type="checkbox"/> St. Paul's School <input type="checkbox"/> St. Theodore's School	<u>Melville:</u> <input type="checkbox"/> St. Henry's Jr. School <input type="checkbox"/> St. Henry's Sr. School
<b>Name of Organization:</b>		
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		

			Total
Gymnasium Hourly Rental – Non-local, club teams, dance groups or adult renters	__hours @	\$25.00 per hour \$50.00 per hour (St. Michael's)	
Gymnasium Daily Rental – Non-local, club teams, dance groups or adult renters	__days @	\$150.00 per day \$300.00 per day (St. Michael's)	
Classroom Rental – 1 <sup>st</sup> hour \$25 & \$5 for each additional hour	__days @	\$25 plus	
Weekend Caretaking/Cleaning/Security During Non-School Hours (minimum of 3 hours)	__hours @	\$30.00 per hour	
<b>TOTAL</b>			

- **Single Booking Users** – rental fees are to be **paid 7 days prior** to the event.
- **Regular Renters** – rental fees will be **paid monthly**.
- Please make **cheque payable** to the Christ the Teacher Catholic School Division and submit to the school Administration Office.

## **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 leased 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 be made with the provision that there is no additional cost to 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 and are then forwarded to the division office.
- 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, where these items are available at the facility. 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, the School Principal or designate will secure the building after the poll is closed unless other arrangements have been made.
- Groups or organizations may store their supplies or equipment in the school provided space is available and arrangements are made with the principal.

## **Key Usage & Building Access Codes**

- Regular renters may sign out a key from the school administration office. 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 return the key on the next school day.
- Building access codes are to be arranged via the Maintenance Department.

## **Rental Availability**

- No user shall be in a school building prior to 7:00 AM or past 10:00 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. Please remember that you are responsible for anyone who is in the school during your booking and facility users are required to comply with facility use guidelines and any government health orders in effect during the date of use.

## **Facility Supervision, Caretaking & Cancellation Fee**

This fee is to be assessed when the services of a caretaker are required during or after an activity for supervision and/or cleaning. These fees are applied at the discretion of the principal and/or the Division. Cancellations should be made at least forty-eight (48) hours prior to the date booked or the renter may be responsible for the hourly or daily rates, unless a valid reason for the cancellation is provided.

## **Promotion of Healthy Lifestyles**

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

## **Liability Insurance**

Liability insurance of the school division applies only to the students and staff for Board approved activities including 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 the amount not less than \$2,000,000 for any event during the term of the rental agreement and for which school division property is utilized. 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.

## **Miscellaneous**

- Food and/or drink are not permitted in the school gymnasiums.
- Approval for any signage will be arranged with the Principal at the time of booking. All signs must be removed at the expiration of the booking time.

**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

Previous Renter:                      \_\_\_ Yes                      \_\_\_ No

Total Charges:        Amount Paid:        Date Paid:   

Payment Method:    Cheque #        Cash        Other

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date