

Christ the Teacher Catholic Schools
St. Michael's Elementary School

Elementary 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			

Rental Fees (refer to schedule)			
Gymnasium Rental – local school age renters			free
Gymnasium Hourly Rental – non-local or adult renters		hours @	\$25.00 per hour
Gymnasium Daily Rental – non-local or adult renters		days @	\$150.00 per day
Classroom Rental – 1 st 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
Total Fees Payable			

- **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

- The 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.
- The following activities are not subject to rental charge:
 - Activities limited to school age children who are for the most part are residents of the school community (e.g. volleyball clubs, cadets, Boy's & Girl's Club);
 - Catholic School Community Councils events;
 - Catholic Parishes of the Division events;
 - Christ the Teacher Teacher's Association and other formal or informal employee association meetings;
 - Activities sponsored by individuals or community organizations for the benefit of children from the community.
- 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.
- Community groups and organizations have priority over other bookings. Regular users should be booked first. Commercial use has low priority.
- 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

- 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.

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. Please remember that you are responsible for anyone who is in the school during your booking.

Facility Supervision & Care-taking 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.

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 and to Home & School activities. As the school division's liability insurance is not extended to cover non-school groups, renters are advised to purchase liability insurance for any event it sponsors 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.
- 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