



APPLICATION FOR COMMUNITY USE OF SCHOOL FACILITIES

The approval of the Principal or designate responsible for the site being rented is required for every Facility/Grounds Rental Contract.

1) TO BE COMPLETED BY THE APPLICANT:

SCHOOL REQUESTED: _____

AREAS, DATES AND TIMES REQUESTED: Please be specific ie Classroom A101, Gym, Library, equipment

REQUESTED DAY(S) REQUIRED AS: **Single Event (s)** **Weekly** **Monthly**

| AREA(S) /EQUIPMENT | DAY | START DATE | START TIME / FINISH TIME | | FINISH DATE |
|-----------------------|-----------------|----------------------|--------------------------|---------------|----------------------|
| <i>(Example): Gym</i> | <i>Saturday</i> | <i>Sept 12, 2009</i> | <i>6:00pm</i> | <i>7:00pm</i> | <i>Sept 13, 2009</i> |
| | | | | | |

| | |
|---|------------------------------|
| Will Fees, Memberships, or Admission be Charged? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, how much?) \$ _____ per session | |
| Description of Use/Activity: | Special Requirements: |
| Is the Group a Registered Non-profit? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, you must provide registration number along with a copy of the certificate registering your group as non-profit) | |

NAME OF RENTAL GROUP: _____

| | |
|---|---|
| Name of Official in Charge: _____ Position with Group: _____ <small>(Official in charge and on site group leader must be 19 years of age or older.)</small> | On Site Group Leader: <small>(if different from official in charge)</small> |
|---|---|

| | | | |
|------------------------|----------------------------|-----------------------|---------------------|
| Address: | City: | Province: | Postal Code: |
| Home Telephone: | Cellular Telephone: | Pager Number: | |
| Work Telephone: | Fax Number: | Email Address: | |

EMERGENCY CONTACT PERSON: _____

| | | |
|------------------------|----------------------------|----------------------|
| Home Telephone: | Cellular Telephone: | Pager Number: |
|------------------------|----------------------------|----------------------|

2) TO BE COMPLETED BY THE PRINCIPAL (OR DESIGNATE):

ROOM RENTAL (Revenue to stay at the school)

School Total: _____

| Room or Equipment Description: | # of Days | Rate | Total |
|--------------------------------|-----------|------|-------|
| | | | |

EXTRA STAFFING (Revenue to be forwarded to the School Board Office)

District Total: _____

| Extra Custodial or Other Time: | # of Hours | Rate | Total |
|--------------------------------|------------|------|-------|
| | | | |

3) SIGNED BY:

RENTAL GROUP: _____
Signature

Print Name

SCHOOL PRINCIPAL OR DESIGNATE: _____
Signature

By signing this application, the rental group understands that it is responsible for any damage to the school property. The school district Waiver Form (M.1B) below must also be completed.

The rental group also agrees to abide by school district policy as posted at <http://www.sd8.bc.ca/policy.htm>

FORM M.1B School District No. 8 (Kootenay Lake), 570 Johnstone Road, Nelson, BC V1L 6J2

As users of the PCSS - (location), we recognize that we are responsible for our own liability insurance or will provide a waiver form.

WAIVER FORM

1. Indemnification and Hold Harmless Clause:

The _____ (User Group) shall indemnify and hold harmless the School District and any of its officers, employees, servants, agents and contractors from any and all loss, liability, claims or expense arising out of the use and/or occupation of the property belonging to the School District by the _____ (User Group)

and any of its officers, employees, servants, agents, contractor and volunteers, except to the extent that such loss arises from the independent negligence of the School District.

2. Waiver of Subrogation Clause:

The _____ (User Group) hereby agrees to waive all rights of subrogation or recourse against the School District with respect to the use or occupation by the _____ (User Group) of the premises described in the permit or license agreements.

User Representative

Date