

**SCHOOL DISTRICT NO 50
(HAIDA GWAI/QUEEN CHARLOTTE)**

APPLICATION FOR RENTAL/USE OF SCHOOL FACILITIES

- | | |
|--|--|
| <input type="checkbox"/> BOARD ROOM | <input type="checkbox"/> PORT CLEMENTS |
| <input type="checkbox"/> QUEEN CHARLOTTE | <input type="checkbox"/> AGNES L MATHERS |
| <input type="checkbox"/> SK'AADGAA NAA Y | <input type="checkbox"/> TAHAYGHEN |
| <input type="checkbox"/> G M DAWSON | <input type="checkbox"/> OTHER (Specify) |

ACCOMMODATION REQUIRED

- | | |
|--|--|
| <input type="checkbox"/> CLASSROOM | <input type="checkbox"/> SHOP |
| <input type="checkbox"/> GYMNASIUM | <input type="checkbox"/> LIBRARY |
| <input type="checkbox"/> SCHOOL FIELDS | <input type="checkbox"/> OTHER (Specify) _____ |

FURNISHINGS/EQUIPMENT REQUIRED

TABLES _____ CHAIRS _____ OTHER (Specify) _____

Name of Organization: _____

Contact Person: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Facility to be Used: _____ Activity: _____

Dates Required: From _____ To: _____ = _____ weeks/sessions

Weekend Use: Yes No Day of Week: _____ Times: _____ to _____
(All facilities must be vacated by 10:30 pm unless other arrangements have been made.)

I have read and agree to abide by the conditions on the reverse of this document in addition to Regulations No 6000.

SIGNATURE _____ DATE _____

PLEASE COMPLETE THE FOLLOWING SECTION PRIOR TO FORWARDING TO BOARD OFFICE.

RENTAL RATES

	Commercial Hourly Rate	Non-Profit Organization Hourly Rate
Use of Classroom	\$10.00	\$2.00
Use of Library	\$10.00	\$2.00
Use of Gymnasium	\$20.00	\$2.00
Use of Board Room (0900 to 1700 hours)	N/A	\$5.00 Subject to availability
Play Fields <i>Subject to conditions of field</i>	\$2.00	\$2.00
Custodian Call-Out – for opening/closing, Weekend/Holiday User Groups Only at QCSS, SNES, TAH & GMD	\$50.00 (minimum 2 hours)	\$50.00 (minimum 2 hours)
Custodian Call-Out – for opening/closing, Weekend/Holiday User Groups Only at ALM & Port	\$25.00 (minimum 2 hours)	\$25.00 (minimum 2 hours)

If you are able to make alternative arrangements to open/close and cleanup the building, do not include the custodial call-out charges.

COST TO BE INVOICED:

Hourly Rental Rate: _____

Hours Rented Per Day: _____

Subtotal: (hourly rate X hours per day) _____ = Daily Rate

Custodial Call-out: (minimum \$100.00) _____

Additional Costs: _____

description

Subtotal: (daily rate + call-out rate + additional cost) _____ = Weekly Rate

Number of Weeks: _____

Additional Costs: _____

description

TOTAL: [(weeks x weekly rate) + additional costs]

Principals Approval _____

Code: _____	Maintenance Supervisor Signature: _____
Comments: _____	

CANCELLATION

Date: _____

Time: _____

Refund \$ _____

Additional Costs \$ _____

TOTAL \$ _____

Cancelled By: _____

Signature: _____

NOTE: APPLICANTS MUST AGREE TO THE FOLLOWING PROVISIONS:

1. The applicant is fully responsible for all facilities requested and will be billed for any damages, loss of school property or other costs incurred by the Board resulting from the rental. The applicant agrees to pay for damage or loss if so billed or for rental fees where required by Board policy.
2. When a school building or room is to be used there may be a charge for hourly wages if school board employees are responsible for clean-up of facilities. If security personnel are required, appropriate charges will be levied. If a Board employee is not on regular duty for either security or clean-up purposes – such as “after hours”, on weekends, during holidays – an overtime charge will be determined by the Board.
3. Facilities rented may have to be pre-empted during the school year when required for a school or Board of School Trustees function. In such cases, all effort will be made to provide renters with a minimum of seven days notice beforehand.
4. The applicant agrees to use only the facilities or equipment requested and to adhere strictly to all local regulations, i.e. clean-up and security provisions as laid down by the school principal involved. Applicable local regulations are to be attached to this rental agreement.
5. Emergency cancellations by renting groups must be reported to the school district.
6. It is clearly understood by the applicant that, except for rental refunds, School District No. 50 (Haida Gwaii/Queen Charlotte) assumes no responsibility whatsoever if last minute cancellations are caused by power failure, furnace failure, Fire Marshal regulations or any other causes which might be beyond the control of the Board.
7. The Board are not responsible or liable for any accidents or injuries arising from this use.

NOTE: Any abuse of rental privileges will mean cancellation of this agreement and may result in a denial of future rentals. The Lessee agrees that there is no warranty expressed or implied on the

part of the Board as to the suitability or condition of the school premises mentioned in this agreement and that the Lessee accepts the said premises at his/her own risk. The Lessee covenants to indemnify and save harmless the Board from all loss, costs and damages which may arise as a consequence, either directly or indirectly, from the granting of this lease. The Lessee agrees to indemnify the Board for any loss or damage to the Board’s premises to which this lease relates. The Lessee understands and agrees that this lease may be revoked or cancelled at any time with or without cause and that, in the event of such revocation or cancellation, there should be no claim or right to damages or reimbursement on account of any loss, damage or expense.

Additional Information:

- Rental fees directly associated with a school program will be credited to that program.
- All classrooms will be rented out in consultation with the appropriate teacher(s).
- All rates are exclusive of custodial fees incurred in conjunction with the rental.
- Custodial fees to be charged out as follows for weekends and holidays:
 - 2 Hour minimum charge @ \$50.00 per hour for QCSS, SNES, TAH & GMD
 - 2 Hour minimum charge @ \$25.00 per hour for ALM & Port
- Weekend User Groups of 20+ participants – it is recommended that custodians clean-up after use.
- Principals will have the responsibility of giving out keys and codes and arranging for custodial clean-up.
- It is the responsibility of the Recreation Commission to contact the school Principal for the rental of school facilities by the Recreation Commission.
- Non-Profit Groups who are not affiliated with QC Recreation Commission must provide their own liability insurance for sports related events (i.e., floor hockey, basketball, soccer, badminton, etc.)

Indemnification and Hold Harmless

The _____ (user group) shall indemnify and hold harmless School District No. 50 (Haida Gwaii/Queen Charlotte) (the “Owner”) any of its officers, employees, servants, agents, and contractors from any and all loss, liability, claims or expenses 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, contractors, and volunteers, except to the extent that such loss arises from the independent negligence of the School District.

Waiver of Subrogation

The _____ (user Group) hereby agrees to waive all rights of subrogation or recourse against the School District No. 50 (Haida Gwaii/Queen Charlotte) with respect to the use or occupation by the User Group of the premises described in the Agreement.

The Following Applies to High Risk User Groups (i.e., Contact Sports Groups) Not Affiliated with QC Recreation Commission

Liability Insurance for High Risk User Groups

The _____ (user group) shall, without limiting its obligations or liabilities herein and at its own expense, provide and maintain the following insurances with insurers licensed in British Columbia and in forms and amount acceptable to the School District.

General liability insurance with a limit of not less than One Million Dollars (\$1,000,000.00) (or such other amount as the School District may choose) inclusive per occurrence for bodily injury and property damage including loss of use thereof. Such insurance shall extend to cover the user group, its officers, employees, servants, agents, contractors and volunteers and shall include the School District, its officers, employees, servants, agents and contractors as additional Insured’s with respect to liability arising out of the use or occupation by the _____ (user group) of the property belonging to the School District.

Certificates of Insurance Required for High Risk User Groups

The _____ (user group) shall provide the School District with evidence of all required insurance prior to the effective date of the agreement. Such evidence of insurance shall be in the form of a certificate of insurance. When requested by the School District, the _____ (user group) shall provide certified copies of required insurance policies.

NOTE: These certificates should be issued by the insurer or insurance broker of the user group and must contain the following information:

1. Name of the insurance company and the binder or policy number.
2. Name and address of the insured (user group).
3. Policy period (covering at least the period the agreement is in place).
4. Description of coverage.
5. Policy limits.
6. Description of insured operations and location(s).
7. Signature of authorized representative and date.