SCHOOL DISTRICT NO. 20 (KOOTENAY-COLUMBIA) MAINTENANCE DEPARTMENT
1101 6th Street, Castlegar BC V1N 4C4
Phone 250.365.8331 / Fax 250.365.2179 / email rentals@sd20.bc.ca

Policy 3.1
Regulation 3.1.1R

COMMUNITY USE OF FACILITIES:
RENTAL AGREEMENT/INVOICE for use of School Facilities

(PLEASE SIGN ORIGINAL AND RETURN TO RENTALS COORDINATOR)

☐ Renter ☐ School ☐ Office File ☐ Custodial Supervisor ☐ Billing File

I, RENTER/GROUP NAME: _____

hereby agree to rent the following facilities/equipment:

SCHOOL: _____

ROOM(S): _____

DATE(S): _____

TIME(S): _____

EQUIPMENT REQUIRED: _____

SET-UP REQUIRED: _____

PURPOSE/FUNCTION: _____

*****Please note this section to be completed by School District*****

Group Designation: ☐ **A** ☐ **B** ☐ **C**

BASE RENTAL FEE:	
EQUIPMENT FEE:	
CUSTODIAL FEE:	
ADMINISTRATION FEE:	
SET-UP FEE:	
TOTAL:	$0.00

I further agree to abide by the following listed regulations and be responsible for the conduct and supervision of all persons admitted to the school buildings and grounds by the renter. I have read and understand School District No. 20's Policy 3.1: Community Access and Regulation 3.1.1-R: Use of School District Facilities.

REGULATIONS & CONDITIONS

1. ENTRANCE: Entrance to the building will be as directed by the designated supervisor or custodian of the building. Only the designated areas listed above can be used by your organization. **For security reasons, doors will only be open 15 minutes prior to the rental and 15 minutes after.**

2.	NO SMOKING:	All School District No. 20 grounds and buildings are tobacco-free at all times.
3.	LIQUOR:	Alcoholic beverages will not be permitted in any part of the premises or grounds unless use is approved and a liquor permit is obtained.
4.	SIGNS & DECORATIONS:	There will be no tacking or nailing of any signs or decorations or other materials on walls, floors, ceiling, nor any defacing of the building. If necessary, custodial charges may apply.
5.	USE OF EQUIPMENT:	Please contact the administration of the school facility to make arrangements for use of any school equipment. Equipment required by the user(s) **must** be specified (ie, chairs, tables, PA system, lighting, screens, etc) and agreed to by the Principal. Furniture or equipment that has been moved must be returned to its original place of storage. Only equipment specified in the agreement will be used.
6.	GYM FOOTWEAR:	Users participating in dance and physical exercise must provide clean, dry, and white-soled (non-marking) runners before going on gym floor. **NO outside footwear permitted!** Extra cleaning charges may apply.
7.	DAMAGES:	Renter will be responsible for all damages caused during activity. Groups using the buildings will be expected to assume responsibility for reasonable care of the property and for obtaining any required permits. Lack of cooperation in this regard may result in cancellation of agreement. Repair or replacement of damage to building and/or equipment and any damage to furniture or fixtures will be paid for by the above organization.
8.	AUTHORITY:	The Custodian in charge, or the School Principal, or his designate, is the School District's on-the-spot authority, and his/her instructions will be adhered to.
9.	SCHOOL HOLIDAYS, PRO-D DAYS, CLOSURES AND SCHOOL FUNCTIONS	Facilities are not available on school holidays unless special arrangements are made in advance. School activities have first priority for use of the facilities. Should one of the above scheduled days fall on a school holiday or professional development day, the use of the facilities for that particular day is automatically cancelled. Please check with the school for scheduled professional development days. In the case of labour disputes, strikes, lockouts and/or emergency situations resulting in the closure of schools, all rentals will be suspended.
10.	HOURS OF USE:	The specified times asked for, and agree upon, will be strictly adhered to at all times. All arrangements are for the **current school year only** and must be renewed in September, if desired. Users of the facilities **must** be out of the building one-half hour prior to the custodian securing the building and at the scheduled time.
11.	CANCELLATIONS:	The renter must notify the School Board Office of any cancellations prior to rental wherever possible. Ideally 15 days notice will be given.
12.	SUPERVISION:	User groups are required to provide adequate adult supervision of the participants for the duration of the rental activity. This person should: a. Make him/herself known to the Board employee in charge of the building. b. Ensure that specified times and locations are adhered to. c. Take any reasonable action required for protection of School District property.

d. Immediately report any damage noted by or caused by the group to the Board employee in charge of the building.
e. Remain in attendance during the entire approved rental period.

13. LIABILITY:

The renter shall indemnify and hold harmless School District No. 20 (Kootenay-Columbia) and 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 School District No. 20 (Kootenay-Columbia) 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.

The Board will not be responsible for any property left on the premises by the renter, its officers, employees, servants, agents, contractors, volunteers or members.

The renter hereby agrees to waive all rights or subrogation or recourse against School District No. 20 (Kootenay-Columbia) with respect to the use or occupation by the renter of the premises described in this agreement.

14. CERTIFICATE OF INSURANCE:

I have read and understand School District No. 20's Policy 3.1: Community Access and Regulation 3.1.1-R: Use of School District Facilities.

Dated this _____ day of _____, 20_____.

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____
(must be over 19 years of age)

Renter/Group[Name: _____

Contact Name (please print): _____

Address: _____

City: _____ PCode: _____

Telephone: _____

Email: _____

_____
School District Authorized Signature

_____
Date