



Living Sky School Division No. 202

APPLICATION FOR SCHOOL FACILITIES

A) APPLICANT:

Name of Organization: _____

Person Applying: _____ Billing Address: _____

Address: _____

Telephone: _____

B) NATURE OF FUNCTION: _____

C) NUMBER OF PEOPLE EXPECTED: Adults: _____ Students: _____

D) ADMISSION CHARGE: _____

E) SCHOOL REQUESTED: _____

F) ROOM(S) AND DATE(S):

ROOM(S)	DATE(S)	TIME
_____	_____	From _____ o'clock _____ a.m. To _____ o'clock _____ a.m.
_____	_____	From _____ o'clock _____ a.m. To _____ o'clock _____ a.m.
_____	_____	From _____ o'clock _____ a.m. To _____ o'clock _____ a.m.
_____	_____	From _____ o'clock _____ a.m. To _____ o'clock _____ a.m.

G) DETAILS FOR CARETAKING STAFF:

i) number of chairs: _____ vi) coat racks: yes ___ no ___

ii) number of tables & location: _____ vii) stage lighting: yes ___ no ___
 (We provide operator — renter pays per hour)

iii) water & glasses: yes ___ no ___ viii) P.A. System: yes ___ no ___

iv) piano: yes ___ no ___ (We provide operator — renter pays per hour)
 location _____

v) lectern: yes ___ no ___ ix) other requests: _____

H) CHARGES:

i) RENT FOR FACILITIES:

ROOM	NUMBER OF TIME UNITS	RATE PER TIME UNIT	SUB TOTALS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Rent Total: _____

ii) EXTRA CHARGES:

a) Operator personnel: _____ hrs @ _____ = _____

b) Overtime - Caretakers: _____ hrs @ _____ = _____

Kitchen Staff: _____ hrs @ _____ = _____

c) Other Charges: _____ = _____

Extra Charges Total: _____

TOTAL CHARGES: _____

iii) IF NO CHARGE IS RECOMMENDED, PLEASE STATE REASON: _____

Date of Application _____

Signature of Applicant _____

Signature of Principal or Rental Officer _____

Signature of Maintenance Supervisor _____

Signature of Superintendent of Administration _____

GENERAL RULES & REGULATIONS

- A. SMOKING
Smoking is prohibited and applies to all persons all at times using buildings owned or operated by the Living Sky School Division No. 202.
- B. LIQUOR
The sale or consumption of alcohol on school premises is prohibited.
- C. DAMAGES
The school reserves the right to assess costs for any unusual wear or damages caused by any function. The user will be required to pay for the damages. A damage deposit may be requested prior to the function.
- D. LOST OR DAMAGED ARTICLES
The school will not be held responsible for lost or damaged articles or equipment brought in by the user of school facilities.
- E. EXTRA CHARGES
All rentals are based upon the use of existing furniture and equipment located in the rented area. Additional charges may be assessed for movement of furniture or equipment.
- F. IN-COMING EQUIPMENT
The school will not be responsible for moving or setting up equipment and materials brought in by renters.
- G. SUPERVISION
Adequate supervision by competent adults must be provided in all cases when school buildings are being used outside regular school hours by school children, high school students and other young people.
- H. FOOTWEAR
Proper footwear must be worn by participants if the gymnasium is used for sport activities.
- I. REFRESHMENTS
The distribution of refreshments in gymnasiums is prohibited.
- J. CANCELLATION
Any request for cancellation must be communicated by the applicant to the Rental Officer 24 hours prior to the date of the function. The school reserves the right to charge a cancellation fee.
- K. INSURANCE
The lessee is advised to purchase its own liability insurance for any event it sponsors and for which school division property is utilized. In the event that the school division incurs any loss or damage for which the lessee is responsible, the school division's insurers may claim reimbursement from the lessee. 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 lessee arrange liability insurance to cover such negligence.