



Education Centre
 545 – 11th Street East, Prince Albert, SK S6V 1B1
 Phone: (306) 764-1571 Fax: (306) 763-4460

SCHOOL FACILITIES RENTAL USAGE FORM

APPLICATION TO RENT FACILITIES			
Licensee:			
Contact Person:			
Address:			
Postal Code:	Phone:	Fax:	
Alternate Contact:		Phone:	
To Use: (Name of School)			
Joint Use Facilities-Schools are: Meath Park Public, East Central Public, Osborne Public, West Central and Wild Rose Public			
Event:			
Number of Participants:			
Facility/Rooms Required	Datels	Day of Week	Access Times
Specific Needs:			

CHARGES	
Rental Category (See Rental Fee Structure):	
A. Key Deposit (\$50.00)	
B. Exempt Groups	
C. Community Based Sports, Recreation and Culture	
D. Other Groups or Individuals	
Other Charges:	
Security	
Caretaker Fees	
Other Charges (Specify)	
SUB-TOTAL	
G.S.T.	
TOTAL	

Signature of Licensee: _____ Date: _____

Approved: ~ Yes ~ No Copy of Liability Insurance Coverage on File: ~ Yes ~ No

Principal Approval: _____ Date: _____



School Facilities Rental Usage Agreement

Between: **The Board of Education of the Saskatchewan Rivers Public School Division No.119**
(Hereinafter referred to as the Licensor)

And:

_____ (Hereinafter referred to as the Licensee)

1. General Provisions

- a. The Licensee is responsible for providing supervision, security and emergency response of the event during the times and in the areas specified in the *Application to Rent Facilities*.
- b. The school is declared smoke-free and smoking is prohibited within the facility.
- c. The sale or consumption of alcohol on school facility premises is prohibited except within the Joint Use Facilities of Meath Park Public, East Central Public, Osborne Public, West Central Public and Wild Rose Public Schools.
- d. The Licensee is responsible for obtaining approval from the Licensor of all equipment it brings in to the facility and is required to move and set up any equipment it brings in to the school facility and maintain it in proper working order.
- e. Equipment or articles owned and used by the Licensee that becomes damaged, lost or stolen within the usage of this agreement shall be the responsibility of the Licensee.
- f. The Licensor will not provide any audio visual, computer equipment, or projectors.
- g. The Licensee is solely responsible and answerable for all damages resulting from its use of the school facility and to indemnify the Licensor from all claims, costs and liabilities arising from the granting of the Licensor in respect of such damage; such damages shall be a debt due to the Licensor from the Licensee;
- h. The Licensor reserves the right to assess costs for any unusual wear or damages.

2. Licensor's Rights and Covenants

- a. The Licensor shall maintain the school facility in a suitable condition for the purposes for which the license is granted and shall heat, ventilate, and provide electrical and sewer services to the School to meet the Licensee's reasonable needs but shall not be liable for indirect or consequential damages, including personal discomfort or illness, resulting from its failure to do so. Air conditioning is not provided under the rates charged.
- b. The Licensor shall insure the school facility against property damage, as would a reasonable owner but shall not be responsible to insure equipment or property brought into the school by the Licensee, it's officers, employees, licensees, or invitees.
- c. The Licensor may suspend the license at any time to undertake work in relation to the school facility.

3. Insurance

The Licensee is required to maintain throughout the duration of the license, comprehensive public liability insurance in an amount not less than two million dollars (\$2,000,000.00) per occurrence; the Licensee shall provide evidence of the existence and continuity of the insurance on an annual basis.

4. Indemnity

The Licensee hereby releases and saves harmless the Licensor from all liability that may arise in respect of any injury to any person on the school premises for the purpose of the activities of the Licensee and agrees to indemnify the Licensor for any claims, action, damages that may arise in respect of the use of the school premises by the Licensee.

5. Termination

- a. If the Licensee is in default under this agreement, the Licensor may notify the Licensee in writing to remedy the default. If the default is not remedied within 5 days of receipt of the notice, or within such other length of time to which the Licensor agrees, the Licensor may immediately terminate the license.
- b. Either party may terminate this agreement by giving 2 weeks written notice to the other party.

6. Agreement

In addition to the above-mentioned, the Licensee verifies that the Facilities Rental Manual 2014 has been read, understood and will be abided:

Licensee

Date: _____

Manager of Corporate Services

Date: _____