



Complete form online with Electronic Signatures and
 Email to maintenance@sd22.bc.ca

BOARD OF SCHOOL TRUSTEES
 SCHOOL DISTRICT NO. 22 (VERNON)
 1401 – 15TH Street, Vernon, B.C. V1T 8S8 – Phone 542-3331

APPLICATION TO RENT SCHOOL FACILITIES

Name of Organization:		Date of Application:
Name of Renter:		E-mail address:
Billing Address:		Phone #:
City:	Province:	Postal Code:

COMPLEX REQUIRED:

Requested School:	School Activity: Yes or No	*** All School Activity revenue/expenses must be tracked through school accounts.
Room/Area of School required: (eg. Gym/Classroom)		
Dates required:		
Day of the week:	Time required: From:	a.m. p.m. To a.m. p.m.

SERVICES REQUIRED:

Required if available: (eg. tables, chairs, projector etc.)	School to put work order in, if HVAC-R is required or additional equipment not supplied by school.
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RENTAL INFORMATION:

Youth Group (membership under 19 years)	YES	NO	Purpose of Rental:
Size of expected attendance:	Admission/Fee Charged by Renter:		
Responsible Adult in attendance – Name and #:			

Renter agrees to reimburse School District No. 22 (Vernon) for any damage to school buildings or equipment and to pay the required fees for the Rental. Renter certifies that they have read the conditions and regulations (PR 8.4.0) and agree to adhere thereto, and to be strictly bound thereby. * Continuing Rentals are for the current year only. Organizations must re-apply annually; such applications must be received between May 1 and June 1.

SIGNATURE:

CUSTODIAN TO REMAIN ON DUTY AS REQUIRED BY THE SUPERVISOR – CUSTODIAL SERVICES.

RENTAL FEES WILL BE INVOICED AND ARE DUE IN ADVANCE.

FOR SCHOOL BOARD USE ONLY

RENTAL RATE/ BILLING NOTES/COPY OF INSURANCE: _____

APPROVE PROMPTLY AND RETURN

BOOK KING INV.# _____ **SDS INV.#** _____

Principal

DISTRIBUTION:
 Original to: RENTAL FILES/MAINTENANCE DEPARTMENT _____
 Copy to: PRINCIPAL/CUSTODIAN _____
 Copy to: SUPERVISOR – CUSTODIAL SERVICES _____
 Copy to: RENTER _____

Supervisor – Custodial Services

**APPLICATION TO RENT SCHOOL FACILITIES
OF SCHOOL DISTRICT NO. 22 (VERNON)**

1. Forming part of the rental application this form must be completed by an Individual or Group wishing to use a School Facility. The approved rental application becomes the rental agreement.
- INITIAL 2. PLEASE READ THIS APPLICATION CAREFULLY AND INFORM ALL MEMBERS OF YOUR GROUP OF THE TERMS AND CONDITIONS OF THIS AGREEMENT. The User agrees to make such terms and conditions fully known to its members and other participants BEFORE USING the facility or entering upon any property of School District #22 (Vernon) for the use of such facilities.
- INITIAL 3. The user certifies and agrees that, prior to signing this application, they have read and agree with the School District No. 22 (Vernon) Policy and Procedures (PR 8.4.0) on Public Use of School Facilities, the rules of which form part of this agreement, and further agrees specifically to make such RULES fully known to its members who may be making use of the School Facility in any manner during the time the group is authorized to make use of such facilities.
4. All premises are rented "as is". Renters are restricted to the use of the facilities as stated on the approved application form. Tables and chairs will be provided only to the extent that such items are specified on the approved application form. **There is no guarantee expressed or implied, on the part of the School District or the Board as to safety, suitability, or condition of the premises rented. The renter must accept the said premises as is at their own risk.**
5. Insurance requirements for Commercial User Groups are as described below in paragraph 9. **Non-commercial users will arrange their own property and liability insurance, as the School District does not provide any insurance protections for the benefit of any user.** Notwithstanding the requirements for insurance as set out in paragraph 9, it is understood and agreed by the parties hereto that the "User" agrees to indemnify and save harmless The Board of School Trustees of School District #22 (Vernon) (hereinafter referred to as the "Board" or the "School District"), and its employees, servants, agents and contractors, for any and all liability, loss, expenses and costs which may arise or result, either directly, for any damage or injury to any person, property or business occurring or allegedly occurring in connection with the use of school buildings, facilities, grounds or equipment by the User, the User's agents or employees, participants or guests in programs, activities or events conducted by the User.
6. The Board and its employees, servants, agents and contractors shall not be liable to any person whatsoever for any damage, injury, loss or claim arising out of the use of school buildings, facilities, grounds or equipment by the User, the User's agents or employees, or participants or guests in programs, activities or events conducted by the User including, but not limited to, any damage, injury, loss or claim arising out of the use of gymnasias, sport facilities or sport equipment.
7. The User shall be responsible for the defense of any suit brought against the Board or the School District on account of any claim alleging legal liability for loss, costs or damages resulting from bodily injury, including death of or to any person or persons, or from damage to the property of others, including the property of the User, during the use, intended or otherwise of the Board or School District property or premises.
8. Furthermore, the User shall indemnify the School District and the Board for any loss or damage to the Board's or School District's equipment, including any indirect expenses resulting therefrom.
9. In addition, Commercial users agree to purchase and maintain Comprehensive General Liability Insurance in the minimum amount of Five Million (\$5,000,000) Dollars per occurrence while agreement is in force to cover the use or occupancy of the Board's or School District's property or premises. Such insurance shall name the Board and the School District as an additional insured and the Insurer shall notify the Board and the School District at least (30) days in advance of cancellation or any material change in scope of coverage. Evidence of such insurance must be provided in advance of use to the Board. The Commercial User Group classification includes any commercial or business enterprise and any other group or individual which the School Board may deem to be a Commercial User Group.
 - i. The Board reserved the right to require proof of liability insurance and indemnification from all User Groups.
 - ii. No admission will be granted to a rental group unless the group is able to provide proof of rental at the door of the facility on the first evening.
 - iii. The party signing on behalf of the Users must be over nineteen (19) years of age.

APPLICATION MADE on behalf of Organization Name: _____

DATE: _____ NAME (Please Print): _____

SIGNATURE: _____

SCHOOL DISTRICT NO. 22 (VERNON)
GENERAL CONDITIONS AND REGULATIONS GOVERNING RENTAL OF SCHOOL FACILITIES

1. **All fees, dates and times must be clearly arranged and approved well in advance of facility use (e.g. 2 weeks).**
2. Rental fees and insurance requirements are determined by School Board Policy and Procedure, a copy of which is available on-line at www.sd22.bc.ca.
3. School premises are not rented during - July and August – Statutory Holidays – All District Non-Instructional Days.
4. Elementary school classrooms are not normally rented.
5. **Gymnasiums are not rented for floor hockey, soccer, lacrosse, softball, baseball, football or ringette.**
6. Areas of school facilities not specified in the rental are not available. Custodial staff will not give access to areas not clearly requested/specified on rental agreement.
7. Rentals do not include use of equipment other than chairs/desks, gym equipment fixtures eg. volleyball standard/nets normally found in the rented area.
8. **Cancellation on the part of the user group must involve the group contacting both the school involved and the booking clerk at Maintenance Services (549-9210) or maintenance@sd22.bc.ca (7 days cancellation notice is required)**
9. Rental bookings may be cancelled by school programs, providing 3 days' notice is given. Secretary-Treasurer may waive notice at any time.
10. The renter will be held responsible, and charged, for any damage resulting from use of the facility. A damage deposit may be required at the time of booking.
11. All facilities are rented on an AS IS basis, (e.g. applies to suitability, condition and service). The Board's obligation is restricted to the provision of facilities, as they exist at the time of the rental.
12. Municipal and Provincial fire and safety regulations and by-laws must be obeyed. These include using only fire-proofed props; not exceeding the seating capacity; and keeping exits clear. Smoking is not permitted anywhere on School District property. All exits and aisles must be kept free of obstruction in accordance with fire regulations. Fire escape doors are not to be used for general traffic except in cases of fire or emergency.
13. Adequate supervision is essential, and all persons renting schools are required to give this careful attention. The applicant shall be responsible for the conduct and supervision of all persons admitted to the school building and grounds, and shall see that the regulations contained in this application are strictly observed. Responsible adults are expected to arrive in advance of rental groups to provide supervision/direction.
14. **School District staff are not responsible for the direct supervision of user groups. This especially holds in the case of youth groups. Youth groups must have a named responsible adult in attendance at all times.**
15. No advertising may be done through the school, nor can advertising be attached to the outside of the school building.
16. Stage or property fixtures may be left on the stage or stored in the school only with the permission of the school principal. The Board will not be responsible for any property left on school premises.
17. Scheduling of use of school grounds is to be done through Recreation Services The City of Vernon who will schedule in conjunction with the school principals.
18. Persons attending any function in a school must obey all reasonable directions of the School District employees or commissionaires in charge of the school building at that time. This is an important safety precaution.
19. Schools and school grounds shall be vacated by 10:30 p.m. unless prior arrangements have been made with the Maintenance booking clerk and the school Principal.
20. All copyrights, royalties, or other payments howsoever assessed or chargeable for performing or performances are the responsibility of and must be paid by the person or persons renting school premises and immediately the same shall become due; and said person or persons renting school premises agree to indemnify and hold harmless the Board of School Trustees mentioned in this Agreement for all action, actions, costs, damages and suits incurred in connection with the aforementioned matters dealt with under this paragraph.
21. Consumption of liquor on any portion of school premises is prohibited. Smoking is also strictly prohibited.
22. Upon Approval you will be Invoiced. Payment is required in advance.
23. Continuing Rentals are for the current school year only, Organizations must re-apply annually, such applications must be received between May 1 and June 1.

FAILURE TO COMPLY WITH THESE REGULATIONS COULD RESULT IN CANCELLATION OF THE RENTAL.