



## Facilities Rental Application

Date:

Group/Applicant Name:

Birthday Child Name and Age (if applicable):

Telephone No:

Mailing Address:

Email:

## Rental Request Information

Date(s) requested:

Time(s) requested:

Type of Event:

Check areas required:

Library ☐

Kitchen ☐

Gym ☐

Field ☐

Special instructions:

*For Office Use Only*

Rental Item	Quantity	Cost per	Total
Gym		\$11.10/hour	
Kitchen		\$5.57/hour	
Library		\$8.36/hour	
Field		\$3.00/hour	

Cost Description	Total Fee
Program	
Insurance (per day)	Included
Administration fee (per day)	20.00
<b>TOTAL OWING</b>	

*For Office Use Only*

☐ Contract Signed

☐ Payment Received

**I have read the terms and conditions listed on the back of the rental application and note that failure to follow these guidelines could result in the cancellation of my contract.**

Terms and Conditions of Facilities usage from Cultus Lake Community School Association

I, \_\_\_\_\_ have read and will accept the following terms and conditions.  
(Please print your name)

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

a) That there is no warranty expressed or implied on the part of the Cultus Lake Community School as to the suitability of condition of the School premises hereby demised and that the user accepts the said premises at his/her own risk and that the user covenants to indemnify and save harmless the Board from all loss, costs and damages which may arise as a consequence either directly or indirectly of the granting of this lease. The user agrees to indemnify the Board for any loss or damage to the Board's property or any adjoining property due to the occupancy of the Board's premises to which this program relates. The user understands and agrees that this agreement may be revised 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 whatsoever.

b) The party signing on behalf of the users must be 19 years of age. This individual and/or his alternate designated as "in charge" shall:

- Make him/herself known to the Community School Monitor on duty in the building.
- Have the user agreement available for confirmation at all times.
- Enforce all Board Regulations concerning the use of school facilities.
- Supervise the entrance and adjacent area to prevent unauthorized persons from entering the building.
- Be responsible for the admission, actions and behavior of all participants, and/or spectators.
- Limit activities to be as described on the front of the contract and limit the participants to the area assigned to the group. All activities must be of an organized nature with responsible supervision.
- Ensure that all members are out of the building at the time specified on the contract and ensure that the school premises are left in the same order and condition as they were found.
- **Ensure that there is no smoking, alcohol or illegal drugs on School District Property.**

c) Equipment must be returned in proper order and it is the responsibility of the user to cover repair or replacement costs. All equipment brought in and used by the group must meet School District standards.

d) That all precautions will be taken to protect gym floors. All participants must bring a pair of clean, non-marking runners to the gym. Street shoes are strictly forbidden.

e) That in the case of an invoiced charge, the group must notify the Cultus Lake Community School Association involved that will be levied the charge quoted.

f) All bookings are subject to cancellation due to emergent needs of the Community School and all efforts will be made to give two weeks' notice to the applicant.

g) The facility/facilities that you use will be left in the exact condition of cleanliness and repair as when you leased them; if they are not to the acceptable standards, you will be charged a clean-up fee of \$25.00 an hour.