



## COMMUNITY USE OF SCHOOLS AND OTHER FACILITIES

### FORM # 602D – Facilities Use and Rental Agreement Form

<b>Group Name:</b>				
<b>Category:</b>				
<b>Name of Contact Person:</b>				
<b>Address with Postal Code:</b>				
<b>Telephone:</b>	Home:	Business:		
	Cell:			
<b>School Facility Requested:</b>				
<b>Part of Facility Required:</b>	Gymnasium Cafeteria	Classroom Field	Other:	
<b>Period/Frequency Requested</b>	Dates from: <i>Select date using drop arrow.</i>			
	Daily	Weekly	Monthly	Other
<b>Days of week/Hours:</b>	DAY(s)	TIME(s)	DAY(s)	TIME(s)
<i>(Example: 8:00 to 9:00)</i>	Sun	to	Thu	to
	Mon	to	Fri	to
	Tue	to	Sat	to
	Wed	to		
<b>Purpose of Activity</b>				
<b>Total Cost of Rental plus HST:</b>				
<b>Comments:</b>				
<b>Group Rep:</b>	<b>Signature:</b>		<b>Date:</b>	
<b>NLESD Representative:</b>			<b>Date:</b>	

For summer use (July and August ONLY), please **Save the form** and email it as an attachment to [summeruse@nlesd.ca](mailto:summeruse@nlesd.ca).  
For anytime during the school year (September to June) complete form, save (or print) and email as attachment (or send) to the school Principal.



Further to your request for the use of one of our schools for your program, this will confirm the following:

1. The School District will provide the School Facility requested above during the period identified above for a rental fee of \$ \_\_\_\_\_ plus HST, made payable to the Newfoundland and Labrador English School District.
2. A key will be provided to you to a specific door of the school. This door is the only door to be used for entry; and is to remain in the locked position and closed when not in use.
3. You will inspect the School with the Maintenance Supervisor prior to, and again following the rental period. You will arrange this inspection with the Maintenance Supervisor, Rafail Loshi – cell #: 725-7761
4. Occupancy is restricted to the requested part of the selected facility only.
5. **You are responsible for general tidiness and clean-up of the requested part of the selected facility after use.**
6. You must arrange for appropriate liability insurance coverage protecting the School District from and claim, prior to commencing use of the School Facility. A copy is required with submission.

#### **LICENCE AGREEMENT**

The license agreement is between the Newfoundland and Labrador English School District, hereinafter called the “District” and (organization, group or individual) hereinafter called the “User”. The District hereby licenses and permits the User to use the facility as described in this agreement. The User has read and accepts terms of this policy governing Facility Use and Rental and accepts responsibility for any damage or breakage to the school building or property by the User or one of his/her members, guests or participants. The User agrees to the conditions specified by the District as attached. Newfoundland and Labrador English School District may require additional information including proof of specific liability insurance coverage for some uses prior to granting permission to use.

The Newfoundland and Labrador English School District will not be liable for any injury received by any participant or spectator, or for any loss of, or damage to, property, clothing or personal effects of any person or group using school facilities after regular school hours.

**APPENDIX: CONDITIONS OF USE**

1. The leader or president, etc. is responsible for the proper use of the building and property by ensuring all participants are familiar with District policy – Community Use of Schools and Other Facilities Policy, aware of emergency evacuation plans for the building rented and advising participants that no individual insurance coverage is provided. (Groups may wish to purchase their own personal accident insurance coverage).
2. Adequate and responsible adult personnel must be available to supervise when students/youth are present.
3. The building will be left in the same condition as it was found. Any costs for cleanup will be charged to the user at the applicable rate.
4. If it is necessary to move such items as desks, books, etc., they must be returned to their proper position so that school classes will not be disrupted.
5. Any damages which occur will be repaired or replaced at no cost to the District. The School principal will be informed immediately and given full details of such damage.
6. Group leaders must ensure before leaving:
  - a. That all windows and doors are secured and that the thermostat is set at the temperature at which it was found;
  - b. That an inspection takes place of all areas used and any evident fire hazards eliminated. Any hazard that cannot be immediately eliminated must be reported to the School principal as soon as possible.
  - c. That all applicable health and safety regulations, local ordinances, fire marshal and building code regulations are complied with.
  - d. That all participants adhere to capacity limitations for rooms rented and limit activity to that part of the facility rented.
  - e. That approved gym footwear is used when utilizing the gymnasium for physical activity.
7. Smoking is not permitted.