



Three Hills School Use of School Facilities Rental Agreement Form

A. APPLICATION INFORMATION

Today's Date: _____

Name of Individual, Group or Organization (Applicant)

Contact Person: _____

Home Phone: _____ Cell Phone: _____

Description or Proposed Function: _____

Name of Instructor/Supervisor: _____

Group Category: Please Check Box

Adult Profit Group

Youth Profit Group

Adult Non-Profit Group

Continuing Education

Youth Non-Profit Group

Community Services Sponsored Activities

Other (Specify): _____

Space Desired: Please Check Box

Gymnasium Single Station

Gymnasium Double Station

Computer Lab

Classroom (Basic, Art, Library)

Specify: _____

Dates Required: From _____ To _____

Times Required:

	From		To
Monday	_____	AM PM	_____ AM PM
Tuesday	_____	AM PM	_____ AM PM
Wednesday	_____	AM PM	_____ AM PM
Thursday	_____	AM PM	_____ AM PM
Friday	_____	AM PM	_____ AM PM
Saturday	_____	AM PM	_____ AM PM
Sunday	_____	AM PM	_____ AM PM

Note:

- Rental dates are **not** confirmed until applicant receives an approved Rental Agreement Form.
- Long-term bookings can not exceed 1 year in length and a new application must be made annually.

B. TERMS OF AGREEMENT (Initials required in box after each statement)

- I (contact person/supervisor) acknowledge that should a CARETAKER be needed to OPEN or CLOSE the facility and/or storage room that the group will be charged a \$25 FEE per open or close.
- I (contact person/supervisor) acknowledge that there is to be NO ACCESS granted to the PHYSICAL EDUCATION OFFICE when the gymnasium is rented.
- I (contact person/supervisor) acknowledge that our group needs to bring their OWN FIRST AID SUPPLIES.
- I (contact person/supervisor) acknowledge that our group is required to clean up the rented area unless caretaking services are being paid for as per the rental fee below.
- I (contact person/supervisor) acknowledge that failure to adhere to the above terms of agreement will result in, first, as warning followed by termination of contract.

C. INDEMNIFICATION

It is hereby understood and agreed that the applicant will hold Golden Hills School Division No. 75, its employees, agents, trustees and directors harmless for any and all incidents and to indemnify Golden Hills School Division No. 75 for any and all costs, including any associated legal fees – that arise out of the rental of this facility and/or equipment, including but not limited to claims attributable to bodily injury, sickness, disease or death, injury to or destruction of tangible or personal property, or losses arising from negligence on the part of Golden Hills School Division No. 75.

It is also hereby understood and agreed that all members of the applicant's group will comply, in every respect, with Golden Hills School Division No. 75 Policy No. 17 – Use of School Facilities. The applicant further acknowledges that failure to comply with said policy could result in immediate cancellation of rental privileges.

D. RENTAL FEE

Facility Rental _____

Custodial Charges (including opening/closing, if required) _____

Extra Charges (Specify) _____

TOTAL RENTAL FEE \$ (if applicable) _____

Payment attached: Cheques are to be made payable to Three Hills School.

Please Invoice:

Name: _____

Address: _____