

Facility Rentals Application Community Education

BETWEEN: The Board of Education of School District 41 *(hereby referred to as Board)*
 4054 Norfolk Street, Burnaby, BC V5G 0A5
 TEL: 604.296.6904 EMAIL: facilityrentals@burnabyschools.ca

AND: *(hereby referred to as User Group)*

Address: City: Postal:
 Primary Contact: Position:
 Cell: Email:

Facility Required: at (school)

Purpose (describe event): # of participants:

Start & End Date(s): Start & End Time(s):

Specify day(s) of the week:

We hereby agree to the following terms:

1. To exercise the greatest care in the use of school property and report any loss or damage to School District property within 24 hours to your booking contact person.
2. In an event that any injury to a participant or other unplanned incident occurs, the User Group will report to the School District within 24 hours.
3. To make good any damage resulting from the use of school property.
4. To refrain from using any footwear that will mark or damage the floors of the building.
5. Appropriate indoor athletic footwear is required in gymnasium for activities of an athletic nature (i.e. no soccer cleats).
6. The User Group will access the facilities only as directed by the School District and will ensure that only the designated areas listed on the invoice are used by the User Group.
7. The User Group must provide adequate supervision of participants and attendees for the duration of the rental period and will be present during the entire approved rental period.
8. Adults sponsoring juvenile clubs must escort students to toilet facilities.
9. The User Group is responsible for all facility and custodial service fees and charges (if applicable) as rates set by the School District. Invoices are due 7 business days prior to the first booking, unless alternative arrangements have been made prior.
10. The User Group will notify the School District of any cancellation and/or amendments 48 hours in advance of the rental, unless alternative arrangements have been made prior.
11. As per Bill 10-2007 all School District 41 property are tobacco free.
12. The User Group will ensure that alcoholic beverages will not be brought onto or consumed on the premises or grounds by said group unless prior approval is given.

The User Group agrees that there is no warranty expressed or implied on the part of the Board as to the suitability or condition of the school premises hereby demised and that the User Group accepts the said premises at his own risk and that the User Group 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 Group 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 lease relates. The User Group understands and agrees that this lease may be revoked 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 rights to damages, or reimbursement on account of any loss damage or expense whatsoever.

Certificate of liability insurance (min. \$2,000,000) coverage with the Board named as additional insured is attached.
Extra custodial help will be required for this event (4 hour minimum).
 Please invoice User Group CSC/CW to pay Custodial – GL code

By typing your name in the box below you are indicating that you have read and that you agree to the terms and conditions of this application and that your typed name is your electronic signature.

date:

FOR COORDINATOR/CONNECT WORKER APPROVAL:
 Rental Fee Waived: YES NO CSC/CW Initial:
 Approval Date: