

Garden Valley School Division Permit for Use of School Facilities

Permit _____

School Date

Name of Organization

Person(s) in Charge Phone No.

Mailing Address Postal Code

Email Address

Purpose of Rental

Areas Needed

Equipment Needed

Date	<input type="text"/>	From	Time	<input type="text"/>	To	Time	<input type="text"/>
Date	<input type="text"/>	From	Time	<input type="text"/>	To	Time	<input type="text"/>
Date	<input type="text"/>	From	Time	<input type="text"/>	To	Time	<input type="text"/>
Date	<input type="text"/>	From	Time	<input type="text"/>	To	Time	<input type="text"/>

By entering my name below, I agree to pay for the rental 3 days before the rental date. I also agree to abide by the rules and regulations of the school. The complete School Rental and Service Charges Policy (DFC) is available at <http://www.gvsd.ca>.

Applicant's Name

Office Use

Fee Date of Payment Availability Confirmation Initials

Approved By

Custodial Use

Times actually used by permit holder:

Date	<input type="text"/>	From	Time	<input type="text"/>	To	Time	<input type="text"/>
Date	<input type="text"/>	From	Time	<input type="text"/>	To	Time	<input type="text"/>
Date	<input type="text"/>	From	Time	<input type="text"/>	To	Time	<input type="text"/>
Date	<input type="text"/>	From	Time	<input type="text"/>	To	Time	<input type="text"/>

Custodial Time Required Condition of building after rental User compliance

Comments

Additional Charges Date of Payment

Permit Terms and Conditions:

Rental Applications - are available on-line at www.gvsd.ca/images/Operations/School_Rental/rentalform.pdf or at the schools. Tentative rental dates made by telephone or e-mail will be held for 24 hours, after which, if no permit has been completed, the tentative date will be released.

Permits - A permit shall be completed and rental charge paid at the school at least 3 days prior to the date of intended use. Permits are not transferrable.

Available Facilities - School facilities available for rent may include gyms, school libraries, multi-purpose rooms, band rooms, and classrooms.

Responsibility - Permit holders shall agree to assume responsibility for the conduct and safety of those using the facility under the terms of the permit or lease agreement.

Damage - The person whose name appears on the permit (must be at least 18 years of age) must accept full responsibility for any damages. Permit holders shall agree to maintain the facility in good condition and shall assume the cost of repairs; replacement of any damages caused by them; and any additional custodial costs required.

Supervision

- a) Supervision of ancillary space (entrances, halls, washrooms, kitchens, etc.) is also the responsibility of the permit holder.
- b) Roaming the school building is not permitted.
- c) Permit holders will be required to supervise the entrance doors at all times while in the school. Exterior doors may not be propped open at any time.

Negligence - An additional charge of \$20.00 minimum will be levied for lights that are left on and doors left unlocked.

Equipment - There shall be a \$10 charge for any school equipment used by outside groups. Only the equipment requested on the permit will be supplied.

Set Up / Clean Up

- a) The permit holder is expected to assist the custodian with the setting up and removal of tables and chairs. If no assistance is provided, an additional fee will be invoiced at division cost.
- b) All garbage must be removed from the premises.

Fire Codes - Permit holders shall agree to abide by all building and fire regulations and to comply with the rules and regulations of the facility, whether posted or otherwise imposed by the Division.

Storage - Permit holders shall assume all responsibility for any goods or materials that they may place in storage with the Division before, during or after the term of the permit or agreement.

Advertising - The permit holder may post signs, cards, or posters on such display areas as the School may provide.

Food - Permit holders may serve food and/or refreshments in designated areas only. Food is not permitted in gyms with wood floors or in any carpeted areas.

Kitchens

- a) All dishes, pots, cutlery, etc. shall be washed and replaced in proper cupboards.
- b) Stoves and/or refrigerators shall be cleaned and ready for others to use.
- c) Any breakage / damage shall be reported to the custodian or principal as soon as possible.

Gymnasiums

- a) Gym shoes with non-marking soles must be worn for gym activities
- b) Gym exit doors are for emergency exit only unless permission to use them is granted by the custodian.

Restrictions – The following are forbidden on school premises:

- a) Alcoholic beverages
- b) Smoking
- c) Improper behaviour
- d) Conducting of raffles, draws, lotteries or games of chance for commercial profit.
- e) Any activity which may damage floors, walls or other parts of the school building or equipment or facilities.
- f) Moving of school property or equipment without permission
- g) Any person engaging in the above mentioned activities may be evicted and the applicant privileges may be cancelled.

Non-Compliance with these conditions may result in suspension of future rental privileges.

Prioritization of User Groups for Outside of School Hours / Classification of Functions

In all cases the needs of school programs take priority over outside users. Schools recognize the value of community based programs and shall endeavour to minimize disruption of these programs due to cancellation etc.