



# AGREEMENT FOR USE OF SCHOOL FACILITIES

Subject to the terms and conditions as per District Requirements (attached), the applicant desires to have access to the following school facility:

Name of Facility: \_\_\_\_\_

Name Of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Bus: \_\_\_\_\_

Res: \_\_\_\_\_

Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

### EVENT INFORMATION (Please complete the following):

Nature of Event: _____		
Starting Date: _____	Ending Date: _____	
Starting Time: _____ AM PM	Ending Time: _____ AM PM	
Starting Time: _____ AM PM	Ending Time: _____ AM PM	
Area(s) Requested: _____	St. Joseph High School Fieldhouse and École Secondaire Notre Dame High School gym only	<b>Principal, Please check Equipment Approval</b>  <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Day(s) Of Week: _____		
Equipment Requested: _____	Number of courts: _____	

### GROUP CLASSIFICATION (Please check one)

<input type="checkbox"/> Community Youth Groups	_____	Number of People
<input type="checkbox"/> Social / Commercial	_____	Age Group
<input type="checkbox"/> Parish		

### FOR NON-DISTRICT EVENT

<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the Contact Person an Employee of Red Deer Catholic Schools?	
	District Staff Member: _____	Position: _____
	Current School: _____	Cell #: _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will Contact Person/Other Staff Member act as School Host?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you require a school host?	
	Start and End Times _____	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will this rental require division personnel for cleaning?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will you be charging a fee to Participants?	
<input type="checkbox"/>	<b>Proof of Insurance attached (must accompany Agreement) **Deposit must accompany Agreement</b>	

Signature of Renter: \_\_\_\_\_

Date: \_\_\_\_\_

Red Deer Catholic Regional Schools are alcohol, tobacco, vaping and cannabis free facilities.

**\*\*Facility rentals require two business days for cancellation.\*\***

**\*\*Failure to provide notice will result in full rental charges applied\*\***

Principal's comments

Office Use Only				Fees Waived
Rental Fee	_____	Hours at \$ _____	\$ _____	<input type="checkbox"/> Yes
Cleaning Fee	_____	Hours at \$ _____	\$ _____	<input type="checkbox"/> Yes
Hosting Fee	_____	Hours at \$ _____	\$ _____	<input type="checkbox"/> Yes
Date Deposit received	_____	Deposit Amount	\$ _____	
		GST	\$ _____	
		<b>TOTAL</b>	\$ _____	

Should a Division staff member be approved to act as host, the rental cost will be reduced by the hourly rate listed on the schedule of Fees. Division staff members may also apply to act as janitorial for specific events.

Approved by: \_\_\_\_\_

Board Administration \_\_\_\_\_ School Administration \_\_\_\_\_

Host Name \_\_\_\_\_ Contact Number \_\_\_\_\_

## Rental Agreement Requirements for School Facilities

1. The applicant shall provide the Red Deer Catholic Regional Schools # 39 with a copy of their **Liability Insurance in the minimum amount of \$1,000,000.00 prior to use of the facility.**
2. **School activities will have priority in all instances.**
3. School facilities shall not be rented out on days that schools are closed. (eg. Christmas break).
4. Principals must know beforehand of all proposed uses of their school - (**one week's notice.**)
5. All requests for use of school facilities must be checked and filed with the school board administration office a minimum of **one week in advance of rental date.**
6. All groups requesting use of school facilities must state the purpose of use, facilities required and times required on the application form.
7. All applications for rental of school facilities must be made on the prescribed form.
8. **All people entering the facility must remove street footwear at the door.**  
No food or beverages allowed in gymnasium unless approved by the school principal.
9. All groups must **keep to their exact areas** as approved on the rental application form.
10. All groups must leave the areas they have rented in the same condition as they found it.
11. The Division will appoint a host for all booking events.
12. A member of the division's teaching staff may act as Host at the discretion of the principal in consultation with the Supervisor of Support Services.
13. After an application form has been received at the board office, it will be routed to the principal for approval and then returned to the board office.
14. Payment must accompany rental agreement.  
One time users- full amount  
Multiple day users - 50% deposit (at time of booking)
15. The board reserves the right to withdraw rental privileges from any group that violates these policies.

## Schedule of Fees and Charges

Effective September 1, 2019

### Community Youth Groups

		Rental Rate /per hour	School Host /per hour	Total Cost /per hour
a)	Weekdays			
	i. Classroom Area (Gathering Area, Cafeteria)	\$20.00	\$22.00	\$42.00
	ii. Additional Areas			\$15.00
	iii. Specialty Areas (Gymnasium, Auditorium)	\$40.00	\$22.00	\$62.00
	Both sides of École Secondaire Notre Dame High School Gym	\$80.00	\$22.00	\$102.00
	iv. St. Joseph High School Fieldhouse (per court)	\$50.00	\$22.00	\$72.00
	All 3 courts	\$150.00	\$22.00	\$172.00
	v. St. Joseph High School Change Rooms with outside entrance	\$20.00	\$22.00	\$42.00
b)	Weekends			
	i. Classroom Area (Gathering Area, Cafeteria)	\$25.00	\$22.00	\$47.00
	ii. Additional Areas			\$15.00
	iii. Specialty Areas (Gym, Auditorium)	\$40.00	\$22.00	\$62.00
	Both sides of École Secondaire Notre Dame High School Gym	\$80.00	\$22.00	\$102.00
	iv. St. Joseph High School Fieldhouse (per court)	\$50.00	\$22.00	\$72.00
	All 3 courts	\$150.00	\$22.00	\$172.00
	v. St. Joseph High School Change Rooms with outside entrance	\$20.00	\$22.00	\$42.00

(Hourly rate includes Host's fee - Division staff may act as Host for a reduction of \$22.00 per hour - Principal and Division approval is required)

### Social & Commercial Functions (Seven days per week)

		Rental Rate /per hour	School Host /per hour	Total Cost /per hour
	i. Classroom Area (Gathering area, Cafeteria)	\$58.00	\$22.00	\$80.00
	ii. Additional Areas			\$40.00
	iii. Specialty Areas (Gym, Auditorium, CTS)	\$80.00	\$22.00	\$102.00
	Both sides of Notre Dame gym	\$160.00	\$22.00	\$182.00
	iv. St. Joseph High School Fieldhouse (per court)	\$80.00	\$22.00	\$102.00
	All 3 courts	\$240.00	\$22.00	\$262.00
	v. St. Joseph High School Change Rooms	\$30.00	\$22.00	\$52.00

Note: \$500.00 damage deposit is required

(Hourly rate includes Host's fee - Division staff may act as Host for a reduction of \$22.00 per hour - Principal and Division approval is required)

\* Gymnasium spaces larger than 1000 m2 will be rented per half gym. (example: École Secondaire Notre Dame High School gym)

### School-Sponsored & Parish-Sponsored Programs

(Host is provided for parish events. School-sponsored events are school costs if Host is required)

No Charge

### Joint Use Functions

Programs qualifying under the Joint Use Agreement  
Regular rates apply for any weekend bookings

No Charge

School Host (when required)  
Cleaning may be charged

\$22.00 per hour  
\$26.25 per hour (minimum of two hours)

Note: All rates are subject to GST