



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: _____	Fieldhouse and Notre Dame gym only	Principal, Please check Equipment approval <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Equipment Requested: _____	Number of courts: _____	Day(s) Of Week: _____	

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?		Principal, Please check <input type="checkbox"/> Division Staff approved as Host <input type="checkbox"/> Division Staff approved as Cleaning
<input type="checkbox"/> Yes <input type="checkbox"/> No Will you be charging a fee to Participants?		
<input type="checkbox"/> Proof of Insurance attached (must accompany Agreement) **Deposit must accompany Agreement		

Signature of Renter: _____ Date: _____

Red Deer Catholic Schools are **alcohol and tobacco free** facilities.
****Facility rentals require 2 business days Cancellation notification****
****Failure to provide notice will result in full rental charges applied****

Office Use Only					
Rental Fee	_____	Hours @ \$ _____	\$ _____		Fees Waived <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes
Cleaning Fee	_____	Hours @ \$ _____	\$ _____		
Hosting Fee	_____	Hours @ \$ _____	\$ _____		
Date Deposit received	_____	Deposit Amount	\$ _____		
TOTAL			\$ _____		
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, 2017

Community Youth Groups

		Rental Rate	School Host	Total Cost
a)	Weekdays			
	i. Classroom Area (Gathering area, Cafeteria)	\$20.00	\$22.00	\$42.00
	ii. Additional Areas			\$15.00
	iii. Specialty Areas (Gym, Auditorium, CTS)	\$40.00	\$22.00	\$62.00
	Both sides of Notre Dame gym	\$80.00	\$22.00	\$102.00
	iv. St. Joseph Fieldhouse (per court)	\$50.00	\$22.00	\$72.00
	All 3 courts	\$150.00	\$22.00	\$172.00
	v. St. Joseph change rooms (City of Red Der)	\$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, CTS)	\$40.00	\$22.00	\$62.00
	Both sides of Notre Dame gym	\$80.00	\$22.00	\$102.00
	iv. St. Joseph Fieldhouse (per court)	\$50.00	\$22.00	\$72.00
	All 3 courts	\$150.00	\$22.00	\$172.00
	v. St. Joseph change rooms (City of Red Der)	\$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 (7 days per week)

		Rental Rate	School Host	Total Cost
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 Fieldhouse (per court)	\$80.00	\$22.00	\$102.00
	All 3 courts	\$240.00	\$22.00	\$262.00
v.	St. Joseph change rooms (City of Red Der)	\$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 EG 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 No Charge
Regular rates apply for any weekend bookings

School Host (when required) \$22.00 per hour

Note: All rates are subject to GST