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## **RULES AND REGULATIONS FOR USE OF SCHOOL FACILITIES**

1. NO SMOKING on school grounds.
2. Only the area reserved specifically for your group may be used. (Field rental does not allow for indoor access.)
3. Only members in your group are allowed in the school.
4. Adult supervision is required for all youth groups. Please do not bring unsupervised children to an adult group.
5. All rooms must be left in the condition in which they were found. Custodians clean the room before you arrive, but do not clean afterwards.
6. Do not erase blackboard or whiteboard notes. "PLO" means "please leave on."
7. Additional equipment must be requested in advance. Custodians do not provide overheads, extension cords, etc. No gym equipment is available.
8. Fire exits must be kept clear.
9. No food or drinks in the Gym or Library.
10. No vehicles are to be driven on the school fields without prior approval from the Superintendent or Manager of Facilities and Transportation.
11. Payment for use of school facilities must be received before date of use.
12. Please notify us as soon as possible of any cancellations. Charges may apply for late cancellations.
13. Alcohol Consumption: The user group must refer to Administrative Regulation No. 4120, Section C.4. if the group is considering providing alcohol.

**Please Note:**

First-aid help and first-aid supplies are not available from custodial staff. Recreation groups are advised to have someone with first-aid qualification in attendance.

School functions and courses take precedence over community use of facilities. We will inform you as quickly as possible if cancellation of your event is necessary.

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## **SECTION A**

### **School Groups/Individuals:**

#### **Indemnification and Hold Harmless / Waiver of Subrogation**

USER GROUP: \_\_\_\_\_ shall indemnify and hold harmless School District No. 46 and any of its officers, employees, servants, agents, and contractors from any and all loss, liability, claims or expenses arising out of the use and/or occupation of the property belonging to the School District by the User Group and any of its officers, employees, servants, agents, contractors, and volunteers, except to the extent that such loss arises from the independent negligence of the School District. The User Group hereby agrees to waive all rights of subrogation or recourse against the School District with respect to the use or occupation by the User Group of the premises described in this Facility Booking Agreement. **(PROOF OF INSURANCE MAY BE REQUIRED)**

#### **Incident Reporting Requirement**

Following an accident or incident, an Incident Report Form must be completed and submitted within forty-eight (48) hours whenever:

- medical/first aid attention is required
- loss or damage to (School District) property occurs.

Please contact either the school or the School Board Office for a copy of a blank Incident Report Form.

## **SECTION B**

### **Non-Profit and For-Profit Groups (additional requirements):**

#### **Liability Insurance**

The \_\_\_\_\_ (user group) shall, without limiting its obligations or liabilities herein and at its own expense, provide and maintain the following insurances with insurers licensed in British Columbia and in forms and amounts acceptable to School District No. 46:

General liability insurance with a limit of not less than One Million Dollars (\$1,000,000.00), inclusive per occurrence for bodily injury and property damage including loss of use thereof. Such insurance shall extend to cover the (user group), its officers, employees, servants, agents, contractors, and volunteers and shall include the School District, its officers, employees, servants agents and

**SECTION B continued:**

contractors, and volunteers as additional Insureds with respect to liability arising out of the use or occupation by the \_\_\_\_\_ (user group) of the property belonging to the School District.

**Non-Profit and For-Profit Groups (additional requirements continued):**

**Certificates of Insurance**

The \_\_\_\_\_(user group) shall provide the School District with evidence of all required insurance prior to the effective date of the Agreement. Such evidence of insurance shall be in the form of a certificate of insurance. When requested by the School District, the \_\_\_\_\_(user group) shall provide certified copies of required insurance policies.

***NOTE: These certificates should be issued by the insurer or insurance broker of the user group and must contain the following information:***

1. Name of the insurance company and the binder or policy number.
2. Name and address of the Insured (user group).
3. Policy period (covering at least the period the agreement is in place).
4. Description of coverage.
5. Policy limits.
6. Description of insured operations and location(s).
7. Signature of authorized representative and date.

We agree to reimburse School District No. 46 (Sunshine Coast) for any damage to school facilities or equipment and to pay the required rental fees in accordance with Administrative Regulation No. 4120 – Rental of Facilities. We certify that we have read and agree to adhere to, and be bound by the conditions and regulations as outlined in this document.

Name of Organization Renter: \_\_\_\_\_

Signature of Representative/Renter: \_\_\_\_\_ Date \_\_\_\_\_

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