



**CHATELECH SECONDARY SCHOOL THEATRE  
RULES AND REGULATIONS FOR USE**

1. NO SMOKING on school grounds. Please make sure your group is aware of this.
2. Theatre rental includes the theatre, the foyer and the main washrooms. Use of the Music Room as a change room can be arranged for larger groups.
3. Only members in your group and audience are allowed into the school. You are responsible for who you allow in.
4. Adult supervision is required at all time for youth groups. Please do not allow children to be in the hallways unsupervised.
5. No Chatelech equipment is to be removed from the theatre for any reason.
6. Your group is responsible to provide ushers for your event.
7. No food or drinks are allowed in the theatre at any time. Please ensure your audience is informed of this rule. Failure to observe this rule will impact future bookings of the theatre.
8. Additional equipment must be requested in advance. Equipment such as risers, music stands, extra microphones, projectors, etc. are not part of the regular rental rates and must be requested separately. Custodians will not provide extension cords, overhead projectors, etc.
9. Only technicians trained and certified by the Chatelech Theatre Department can operate the equipment in the theatre.
10. If your group is booking on a weekend, or a time when our custodians are not on shift, a custodian will be hired for your event. They will open the door, look after the washrooms and clean up afterwards so that the school is ready for Monday morning. The minimum call-out time for a custodian is 4 hours. If your group requires the custodian to remain beyond the 4 hours, you will be responsible for the extra cost.
11. Payment for use of school facilities must be received before date of use.
12. Please notify us as soon as possible of cancellations. Charges may apply for late cancellations.

**Please Note:**

First-aid help and first-aid supplies are not available from custodial staff. Your group is 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 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.

**SECTION B continued**

**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 \_\_\_\_\_