



COMMUNITY RENTAL AGREEMENT FOR NON-LOCAL GROUPS

WESTGLEN SCHOOL

Current School Board Policy makes schools available for community use when such facilities are not required for school activities. However, it must be recognized that the Board is responsible to all taxpayers in Chinook’s Edge School Division No. 73 for the maintenance and security of schools. If school facilities are damaged or destroyed, they may not be quickly or easily replaced and the educational needs of our children may be compromised. Our students are our first priority and we therefore, request the cooperation of our user groups in complying with the conditions and regulations specified in this contract. Some specific expectations are outlined on the back of this sheet.

Application Date: \_\_\_\_\_  
(the application date should be at least 14 days prior to the anticipated use)

Date(s) and Time(s) Required: \_\_\_\_\_

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

Name of Contact Person: \_\_\_\_\_

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

Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Facility Required: \_\_\_\_\_ Hours Required: \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_

Special Equipment Required: \_\_\_\_\_

NON-LOCAL GROUP		
Space Available	Hourly	Daily
Gym	\$86.25	\$690.00
Classroom	\$41.25	\$330.00
Library	\$41.25	\$330.00

**\*\*\* REQUIRED\*\*\***

**Proof of \$2 Million Liability Insurance  
with CESD named as additionally insured.**

\_\_\_\_\_ Date copy provided

\*\*\*An equipment fee may be levied, depending on circumstances.

Security and custodial rates come into effect depending upon the time spent cleaning up or if the event takes place outside of normal weekday working hours. The hourly custodial rate is determined by the current salary schedule. A security charge of \$40.00 on weekends and holidays may be levied. Full payment should be made in advance may disallow the refunding of rental fees. Only equipment such as volleyball standards and nets, basketball hoops, gym mats, etc. can be provided. All balls, racquets, electronic equipment and such are expected to be provided by the user group. Cost for any specialized rooms and equipment will be negotiated independently.

The undersigned is aware of the regulations regarding Community Use of Schools and agrees to comply with and will be held responsible for the contractual expectations. Ongoing supervision of all participants is a fundamental requirement for school use and must be adhered to.

\_\_\_\_\_  
Agent for User Group

\_\_\_\_\_  
Principal/Designate

1. The school doors will normally only be unlocked for 15 minutes before and after the beginning of an event. People not part of the activity are not to be allowed in the building.
2. Smoking is not permitted anywhere in the building at any time.
3. Only appropriate footwear is allowed in the gymnasium. No hard sole shoes please.
4. All wet, dirty and muddy shoes are to be removed upon arrival.
5. Members of the user group are expected to remain in the rental arrangement vicinity at all times. They must not wander about the building.
6. All specialized school equipment such as electronic items, gym equipment, materials, displays and whiteboards are not to be tampered with at any time. These items are generally restricted to use only by school programs. Anything moved is to be moved back to its original place.
7. The school facilities are expected to be left in an orderly state when a group leaves the building. Custodial cleaning time will be levied as necessary at the rate of \$20.00/hour. Any necessary repair work will be billed directly to the user group.
8. All responsibility for insuring the participants rests with the sponsoring group. The school accepts no responsibility for the appropriate and safe supervision of participants.
9. All those in attendance must be under the close supervision of the adults holding responsibility for the user group.
10. No food or drink is permitted in the gymnasium or in the computer area.
11. Non-compliance with any of the above expectations may result in a refusal to consider future rental requests.
12. All non-school equipment, materials, etc. should be removed from the school at the conclusion of the activity.
13. General fire regulations must be adhered to at all times.
14. Adjustments shall not be made to lighting, heating or ventilation except by qualified personnel.
15. It is understood that school sponsored activities have priority over any other functions – even those booked months in advance. While every effort will be made to coordinate activities, non-school activities may be asked to postpone or cancel if a conflict exists.
16. Where use results in wear and tear of equipment or facilities that is considered abnormal, the representative that makes the application shall be required to pay the replacement or repair cost.
17. It is understood that from time to time the custodial staff schedule may conflict with non-school activities. Users will cooperate with the custodial staff in this regard and respect their authority in the building.

**For School Office Use:**

Rental Calculation: \_\_\_\_\_ hrs/day x \$ \_\_\_\_\_/hr or day = \_\_\_\_\_ + \$ \_\_\_\_\_ security = \$ \_\_\_\_\_

Total Rental Costs Assigned: \_\_\_\_\_ Deposit: \_\_\_\_\_

Facility Requirements:

Activity Location: \_\_\_\_\_ Estimated # of Participants: \_\_\_\_\_

Nature of Activity: \_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_ Time(s): \_\_\_\_\_

Person Responsible for Group: \_\_\_\_\_

Equipment Needed: \_\_\_\_\_ Fee Assigned: \_\_\_\_\_

Custodian has been notified to be available for locking and unlocking facility – Yes

cc School Principal  
Custodian