



Facility User Agreement

For: \_\_\_\_\_
Site Name

This agreement is not binding until signed by all signatories listed below.

Person and/or Organization Requesting Use of Building \_\_\_\_\_

Contact person \_\_\_\_\_ Phone number \_\_\_\_\_

Staff Request School Organization Request \_\_\_\_\_
Community Name of Group

Profit Non-Profit Is Organization Open to Public? Yes \_\_\_\_\_ or No \_\_\_\_\_

Room/Site To Be Used \_\_\_\_\_

For What Purpose (Be Specific): \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_ Times: From \_\_\_\_\_ To \_\_\_\_\_
\_\_\_\_\_ To \_\_\_\_\_
\_\_\_\_\_ To \_\_\_\_\_

School Equipment Needed: \_\_\_\_\_

- Insurance Coverage:
( ) Own (attach a copy of certificate)
( ) Facility User Group applicable (See Exhibit 3-1 - Facility User Group Program Risk Schedule)
( ) Purchasing additional coverage through Board insurer (see Exhibit 3-1 - Facility User Group Program Risk and complete Form 3-24-C Facility User Group Application - Insurance)

Estimate the Number of Participants, Spectators and Guests: \_\_\_\_\_

PLEASE BE SURE TO READ USER AGREEMENT CONDITIONS SECTION AND SIGN AT THE BOTTOM OF THE SECOND PAGE.

OFFICE USE ONLY

School Personnel Needed: \_\_\_\_\_

It is agreed between the Pembina Hills Regional Division No. 7, herein referred to as Division, and
\_\_\_\_\_, herein referred to as User, that the site shall allow the

User access to and the use of facilities as conditioned and described in this contract in consideration of

\$ \_\_\_\_\_ Special Personnel \$ \_\_\_\_\_ Special Equipment \$ \_\_\_\_\_



Additional Comments:

Reference: Administrative Procedure 70-3 - Access to Buildings, Equipment and Vehicles

**USER AGREEMENT CONDITIONS**

**User agrees to and is informed of the following:**

- Signed copy must be in Site Administrator's office at least \_\_\_\_\_ working days ahead of the event.
- Regular school activities have priority for all space.
- Violations of the building use agreement may cause denial of future agreements.
- Staff social events on Division property are to be alcohol free (AP 30-10 - Host Liquor Liability Insurance for Staff Social Events).
- Student activities are to be alcohol free (AP 30-22 – Alcohol on Division Premises)
- Alcohol is not permitted unless Superintendent or designate approval has been obtained and appropriate licensing and insurance is obtained and in place, pursuant to AP 30-22 – Alcohol on Division Premises and AP 70-3 - Access to Buildings, Equipment and Vehicles.
- Smoking is not permitted on school grounds.
- Use of specific facilities (cafeteria, kitchen, A/V equipment, etc.) may require services of trained Division employees as determined by the Division and associated costs to be borne by Facility user.
- Use of Division space does not include use of site equipment unless specifically permitted.
- Organizations wishing to bring unusual equipment, material, animals, etc., must present proper insurance coverage to the Site Administrator with a "save harmless" clause protecting the Board.
- All equipment, decorations, etc., shall be immediately removed from premises at conclusion of the event.
- Departure time should be included in total use hours.
- The Board or its authorized representative shall have full and free access to the premises at all times.
- If the application is approved, the user will assume responsibility for orderly and careful use of the ~~school~~ Division facility, including supervision of spectators and contestants, and parking for large crowds.
- User will maintain a reasonably clean and safe area.
- The Division may reserve the right to deny the use of site facilities when the Division deems it necessary.
- The site must be notified within \_\_\_\_\_ working days if the event is cancelled.
- Damage resulting from the use of the facility will be paid for by the user.
- Additional custodial charges may apply.

***This agreement is to be signed by all named parties.***

NAME \_\_\_\_\_  
User (please print)

Telephone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

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

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

Signed \_\_\_\_\_  
(Person Responsible For the Activity)

Signed \_\_\_\_\_  
(Principal or Designate)

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

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