



BOARD OF EDUCATION  
 SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)  
 425 Jermyn Avenue  
 Penticton, BC V2A 1Z4  
 Telephone: (250) 770-7700  
 Fax: (250) 770-7730  
 E-mail: [rentals@summer.com](mailto:rentals@summer.com)

**AGREEMENT FOR THE USE OF SCHOOL FACILITIES**

IN CASE OF EMERGENCY CALL DISTRICT CUSTODIAN	Cell No: 250 490-6753
OR Brian Slocum, Custodial Supervisor	Cell No: 250 809-6672
OR Jack Mayert, Custodial Services	Cell No: 250 488-1082

\* Required fields  
 Name of Organization: \_\_\_\_\_ 7 Address: \_\_\_\_\_  
(including postal code)

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

Function is Predominately Intended For: \* Adults Youth # of Attendees: \*

School Requested: \* \_\_\_\_\_ Facility Requested: \*

**DATE(S)**  
 Start Date: \* \_\_\_\_\_ End Date: \* \_\_\_\_\_  
 Hours: \*  
 FROM \_\_\_\_\_ a.m. p.m. TO \_\_\_\_\_ a.m. p.m.  
 Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Equipment Required (if available): \_\_\_\_\_ CHAIRS \_\_\_\_\_ TABLES

Contact Person: \* \_\_\_\_\_ Phone: \* \_\_\_\_\_  
 E-mail: \* \_\_\_\_\_

**ADDITIONAL INFORMATION:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**TO BE COMPLETED BY SD67 STAFF:**

Do you require a custodian to unlock/lock the building?  
 YES NO  
 Do you require custodial services?  
 YES NO

Proof of Insurance Provided: \_\_\_\_\_  
 Approval Received from School: \_\_\_\_\_  
 Approved: \_\_\_\_\_  
 DIRECTOR OF FACILITIES AND/OR DESIGNATE  
 Invoice No. and Amount: \_\_\_\_\_  
 Paid: \_\_\_\_\_

THE UNDERSIGNED AGREES TO ACCEPT THE SCHOOL FACILITY INDICATED ABOVE, IN THE CONDITION IT IS LEFT DURING THE NORMAL EDUCATION PROGRAM IN ACCORDANCE WITH THE TERMS SET OUT ON THE REVERSE OF THIS FORM AND COMPRISING PART OF THIS AGREEMENT.

SIGNATURE OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_

## REGULATIONS

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### THE LESSEE AGREES THAT:

1.) The school facility indicated on the Agreement form will be accepted in the condition it is left during the normal education program.

No warranty is expressed or implied by the Board regarding the suitability or condition of the school premises;

2.) The school premises are accepted at the Lessee's own risk, and the Board shall be held harmless from all and any legal liability for loss, costs or damages resulting from bodily injury to, including death or, any person(s) or from damage to the property of others, including any indirect expense, resulting from the Lessee's occupancy of these premises;

3.) Commercial General Liability Insurance (recommended \$2,000,000) is the responsibility of the Lessee, and proof of coverage must be provided a minimum of seven (7) days prior to the rental activity.

4.) This rental may be revoked or cancelled by the Board at any time with or without cause and, in such event, there shall be no claim or right to damages or to reimbursement on account of any loss, damage or expense;

5.) Adjustments for additional dates or for time lost due to school or statutory holidays when schools do not normally operate will be made at the conclusion of the rental;

6.) Any cancellation of this rental must be made at the School Board Office at least seven (7) days prior to the normal rental date;

7.) All applicable fire by-laws and regulations will be observed, including the use of fire-proof stage props, compliance with seating capacities, and keeping all exits free of obstructions;

8.) Adequate supervision will be provided as required and evidence of financial responsibility will be produced upon request;

9.) Persons attending any function in a school will obey all reasonable directions of the school district employee in charge at that time;

10.) No school equipment will be used, except with the approval of the School Board (as indicated on the reverse of this form);

11.) If required, equipment will be booked and requirement specified on the reverse of this form. The Board may levy a user's fee for the use of any equipment;

12.) Additional charges may be made for direct labour costs where occupancy of the facility results in services or hours of work exceeding normal custodial duties;

13.) No advertising will be done in the school or affixed to the school building;

14.) Public advertising of any event, which implies the School District is sponsoring the event, will result in cancellation of the rental;

15.) The facility must be vacated at the time specified on the Agreement form;

16.) There will be no smoking anywhere on the school premises;

17.) There will be no consumption of alcohol anywhere on the school premises unless it is an authorized licensed event and guidelines are adhered to as outlined in the policy.

### FAILURE TO COMPLY WITH THESE REGULATIONS COULD RESULT IN CANCELLATION OF THE RENTAL.

**NOTE:** This form must be completed, signed, and submitted to the School Board Office at least fourteen (14) days prior to the booking date(s).