



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: [sboreception@summer.com](mailto:sboreception@summer.com)

**AGREEMENT FOR THE USE OF SCHOOL FACILITIES**

<b>IN CASE OF EMERGENCY CALL DISTRICT CUSTODIAN</b> <b>OR Brian Slocum, Custodial Supervisor</b> <b>OR Jack Mayert, Custodial Services</b>	<b>Cell No: 250 490-6753</b> <b>Cell No: 250 809-6672</b> <b>Cell No: 250 488-1082</b>
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ORGANIZATION: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

ORGANIZATION TYPE: (please check all that apply)

NON-PROFIT, RECREATION	<input type="checkbox"/>	LOCAL PRIVATE	<input type="checkbox"/>	NON-RESIDENT	<input type="checkbox"/>
YOUTH ACTIVITY	<input type="checkbox"/>	LOCAL COMMERCIAL	<input type="checkbox"/>		<input type="checkbox"/>

PURPOSE OF RENTAL: \_\_\_\_\_

FUNCTION IS INTENDED FOR: Adults  Youth

SCHOOL REQUIRED: \_\_\_\_\_

WILL FUNDRAISING BE DONE?  yes  no

WILL ADMISSION BE CHARGED?  yes  no

DESCRIBE FEE: \_\_\_\_\_

DATE(S) REQUIRED: \_\_\_\_\_ TO \_\_\_\_\_

**EXCLUDING HOLIDAYS AND SCHOOL CLOSURE DATES**

SPECIAL SERVICES/EQUIPMENT REQUIRED: \_\_\_\_\_

No Special Services or Equipment are Required  Lessee's Initial \_\_\_\_\_

DEPOSIT ON RENTAL: \_\_\_\_\_ (50% OF FEE PAYABLE UPON BOOKING)

**THE UNDERSIGNED AGREES TO ACCEPT THE SCHOOL FACILITY INDICATED ABOVE, IN ACCORDANCE WITH THE REGULATIONS SET OUT ON THE REVERSE OF THIS FORM AND COMPRISING PART OF THIS AGREEMENT.**

ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
 (SIGNATURE OF AUTHORIZED REPRESENTATIVE)

DATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

FAX: \_\_\_\_\_

PLEASE PROVIDE PROOF OF INSURANCE (recommended \$2,000,000 general liability)

**TO BE COMPLETED BY SECRETARY-TREASURER, SCHOOL BOARD OFFICE**

	No. of hours:	Rate:
RENTAL FEE:	_____	_____
LABOUR CHARGES:	_____	_____
EQUIPMENT CHARGES:	_____	_____
OTHER CHARGES: HST @ 12%	_____	_____
TOTAL	_____	_____

APPROVED: \_\_\_\_\_  
 SECRETARY-TREASURER

DATE: \_\_\_\_\_

PROOF OF INSURANCE PROVIDED: \_\_\_\_\_

DATE: \_\_\_\_\_

INVOICE NO. AND AMOUNT: \_\_\_\_\_

## REGULATIONS

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### **THE LESSEE AGREES THAT:**

The School Facility indicated on the reverse of this 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;

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;

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

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;

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;

Any cancellation of this rental must be made at the School Board Office at least 48 hours prior to the normal rental date;

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;

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

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

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

The Board may levy a user's fee for the use of any equipment;

A qualified-operator will be provided to operate all audio-visual equipment;

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;

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

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

There will be no smoking or consumption of alcohol anywhere on the school premises;

### **NOTE:**

This form must be completed, signed, and submitted to the Secretary-Treasurer, School Board Office, at least five days prior to the booking date(s).