

Community Use Rental and License Agreement

Complete, save, and submit this form to:

1. The **School Administrator**, for **non-commercial** rental in periods from **September to June**;
2. FacilityRentals@NLSchools.ca for **commercial (year round)** or any rental for **July or August**.

User/Group Name:			
Category (See Administrative Procedures)			
Name of Contact Person:			
Contact Information:	Cell: _____	Email: _____	
Complete Mailing Address:	Street/P.O. Box: _____		
	City/Town: _____	Postal Code: _____	
School/Property Requested:			
What area is required:	<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Classroom	<input type="checkbox"/> Parking Lot
	<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Sports Field*	<input type="checkbox"/> Other
Start Date:			
End Date:			
Time on the right must be reflective of any required arrival/set-up period and clean-up/departure time. E.g. booking 7:00-8:00 does not permit accessing 6:45-8:15.		From (time)	To (time)
	Monday	_____	to _____
	Tuesday	_____	to _____
	Wednesday	_____	to _____
	Thursday	_____	to _____
	Friday	_____	to _____
	Saturday	_____	to _____
	Sunday	_____	to _____

**Any portable soccer nets must be secured in accordance with NLSchools guidelines.*

This licence agreement is between NLSchools and the above-noted user/group, hereinafter called the "User". NLSchools hereby licences and permits the User to use the property as described in this Agreement. The User has read and accepts terms of this policy governing Facility Use and Rental and accepts responsibility for any damage or breakage to the school building or property by the user or one of his/her members, guests or participants. The user agrees to the Conditions of Use specified by NLSchools as attached.

Authorized User/Group Signature:

Date (if not e-signed)

NLSchools Approval

Rate

CONDITIONS OF USE

1. The Group Representative is responsible for the proper use of the building and property by ensuring all participants are familiar with:
 - a. All relevant policies (particularly Community Use of Schools and Other Facilities, Facilities Security and Access Control, Cannabis and Smoke Free),
 - b. Emergency evacuation plans for areas rented, and
 - c. The requirement to advise participants that no individual insurance coverage is provided.
2. Adequate and responsible adult (min. 18 years old) personnel must be available to supervise when students/youth are present.
3. The building will be cleaned/tidied and left in the same condition as it was found. Any costs for cleanup will be charged to the user at the applicable rate.
4. No movement of desks, books, etc., is to occur without prior approval, and then must be returned to their proper position so that school classes will not be disrupted.
5. Any damages which occur will be repaired or replaced at no cost to the school or Government. The school/Facilities Representative from whom the building was rented will be informed immediately and given full details of such damage.
6. Group leaders must ensure before leaving that all windows and doors are secured and that the thermostat is set at the temperature at which it was found;
7. Only approved gym footwear is to be used when utilizing the gymnasium for physical activity.
8. Ball/floor hockey must use only plastic blades, and with care not to mar floor surface (e.g. repetitive banging of stick blade heel). Extra precautions must be taken on hardwood floors not to scratch the surface, e.g. floor surface covers may be used.
9. Smoking and cannabis use is not permitted anywhere on the property.
10. Use of alcohol is not permitted unless specifically approved, in writing, by the Superintendent of Schools or Designate.
11. The school/NLSchools has the right to request the cancellation of any activity. Reasonable notice of such events will be given to the contact person named in the Agreement.
12. The Government of Newfoundland and Labrador will not be liable for any injury received by any participant or spectator, or for any loss of, or damage to, property, clothing or personal effects of any person or group using school facilities after regular school hours.
13. The User agrees to indemnify the Government of Newfoundland and Labrador for any and all claims associated with the use of the school by the User.
14. This agreement can be canceled at any time by the school/department, but in any event, concludes June 30th of the school year in which the Agreement was made.