

* for additional dates, continue on following page



Booking # CU2627 -
(Office Use)

[illegible]

Facility Use Request Form

Booking # CU2627 -
(Office Use)

Note: The person or group using the School District's facilities are responsible for being aware of all administrative procedures relating to use of school facilities and will abide by the following directions:

1. ENTRANCE - Entrance to the building will be as directed.
2. NO SMOKING - Smoking is not allowed in any part of the school buildings or grounds inclusive of corridors and washrooms.
3. NO ALCOHOL OR NON-PRESCRIPTION DRUGS - Alcoholic beverages and non-prescription drugs will not be permitted in any part of the school premises or grounds.
4. RESPONSIBILITY - The Board shall not be responsible for damage to or loss of clothing or equipment of the applicant or any person attending the function.
5. SIGNS & DECORATIONS - There will be no tacking or nailing of any signs or decorations or other materials on walls, floors, ceiling nor any defacing of building.
6. SPRINKLER SYSTEM - No sprinklers or other irrigation equipment can be moved or tampered with.
7. NO ADMITTANCE TO OTHER PARTS OF THE BUILDING - No persons will be allowed in any other part of the building other than that rented.
8. REPAIR OR REPLACEMENT OF DAMAGE TO BUILDING AND/OR EQUIPMENT - Any damage to furniture or fixtures will be paid for by the above organization.
9. AUTHORITY - The custodian on duty, or the School Principal, is the Board's on-the-spot authority and their instructions will always be adhered to.
10. HOURS OF USE - The specified times asked for and agreed upon will always be strictly adhered to.
11. GENERAL HIRING - Only the hirer's equipment will be used, and no equipment of the Board's will be used except for normal furnishings and fittings, unless specific arrangements are made.
12. COPYRIGHT - The Board shall not be responsible for the payment of copyright royalties and further; the lessee agrees to indemnify the Board for any actions resulting from breach of copyright laws by the lessee.
13. FOOTWEAR - Running shoes with non-scuff shoes must be worn in gymnasiums.
14. CANCELLATIONS - Notification of cancellation to Board Office at least seven days in advance.
15. TERMINATION OF AGREEMENT - The Board reserves the right to terminate this Agreement at any time and all hirings are subject to change at the Board's discretion. It is the Board's privilege to refuse a rental if the request is not received in due time to notify all parties involved.

Please email this form to community.use@sd8.bc.ca once completed.

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Booking # **CU2627 -**
(Office Use)

OFFICE USE ONLY - ON-SITE STAFFING

1. Are there any renovations or other facility upgrades happening that would cause the gym to be unavailable during the requested rental time?

YES NO

☐ ☐

If the answer to the above is "no", please complete the next set of questions:

2. Does the requested rental time result in additional staffing hours?

☐ ☐

3. If the answer to 2 is "yes", please note how many additional staffing hours will be incurred and note the start and end time of the additional hours:

	Start Time	End Time	Total Hrs
Additional Hrs @ Standard			
Additional Hrs @ Overtime (1.5 x regular rate)			
Additional Hrs @ Double (2 x regular rate)			

APPROVED NOT
APPROVED

4. Approval of requested booking from Manager of Operations:

☐ ☐