



SCHOOL USE RULES & REGULATIONS

1. This is a non-smoking facility. **Smoking is not permitted on school property.**
2. The custodian is in charge of the building and his/her instructions **must** be followed.
3. **Please note that school doors will remain locked.** The custodian will allow access to the first person from your group and it will then be this person's responsibility to let the other participants in. Please monitor the door during drop-off and pick-up times. All school doors must be closed and cannot be propped open. Groups could lose their school privileges if this occurs.
4. Lessees are expected to provide their own gym equipment with the exception of volleyball nets, basketball nets and badminton nets.
5. Any activities taking place in the school require pre-approval. Contravention of pre-approved activity may result in a suspension of user privileges.
6. **The following terms are to be met during each rental:**
 - Lessees are to follow the booked times stated on their rental contract, and must stay in the location that is booked.
 - Muddy and wet footwear must be removed when entering the school.
 - Only indoor shoes with non-marking soles **must** be worn in the gymnasium.
 - Alcoholic beverages are strictly prohibited.
 - Food and drinks are not permitted in the gymnasium, with the exception of water.
 - No climbing or sitting on the bleachers when they are in the stored position.
 - Dismantle and store the nets used, if necessary.
7. **Facilities must be left in the same condition as they were found.** Groups neglecting this responsibility will be charged the custodial staff costs to clean up.
8. The lessee shall be at liberty to terminate this rental agreement for any reason with **notice of cancellation in writing** supplied to **Recreation Services** no later than **5 business days** prior to the date of use. Should the lessee fail to provide 5 days' notice of cancellation, Recreation Services will retain or charge the entire facility rental fee.
9. The lessor shall be at liberty to terminate this rental agreement for any extenuating circumstance. Notice of cancellation in writing will be supplied to the lessee.
10. **Person(s) signing the contract must be 18 years of age or over** and shall assume full responsibility for the function or program. The lessee shall maintain order within their group and provide proper supervision during the rental period. The lessee, on behalf of the group, shall assume responsibility for any loss or damage. Settlement regarding any damages occurring will be decided by the School Board.



11. **Liability:**

- Casual use: The lessee shall indemnify and save harmless the lessor from and against all claims, demands, losses, costs, damages, actions, suites or proceeding arising out of, or in any way relating to the rental of the facilities under this agreement. Without restricting the generality of the foregoing, the lessee shall be responsible for any loss or damage to the facility property or equipment, howsoever caused arising out of the rental of the facility under this agreement.
- Continuous use: The lessee shall obtain and keep in force for the term of this agreement such insurance with such coverage as may be necessary to enable the lessee to carry out the lessee's obligations to the city under this agreement. If required by the city, the lessee shall provide the city with a Certificate of Insurance, in a form acceptable to the city, prior to the occupation or use of the facilities by the lessee.

Please sign below to acknowledge you read and understand the school rules and regulations.

Print Name

Signature

Date