



AGREEMENT FOR USE OF SCHOOL PREMISES

School

And

Recreation/Community Services Department (hereinafter referred to as the User Group)

WHEREAS the User Group wishes to use certain space within _____ School, which is operated by the Board;

AND WHEREAS the Board wishes to make the space available to the User Group on certain terms and conditions;

NOW THEREFORE the parties hereto hereby agree as follows:

1. Terms of use

- a. The Board permits the User Group to use the following space at _____ School for the purpose of _____.

Note: Describe space that can be used i.e. gymnasium and washrooms; specific classroom; etc. If necessary, attach a diagram showing the space to be used.

- b. The User Group may use the space during the hours of _____ on _____.

Note: Specify time, such as:

- *one-time use: specified hours/specified date*
- *specified hours/specified day(s) of the week during a specified period*
- *or other arrangement as applicable*

- c. The Board may decide not to charge for use of the space, but use of the space may necessitate additional caretaking that is not provided for in the school's caretaking allocation. If additional caretaking is incurred following an event, the costs will be paid by the user.

i. Caretaking Fees:

- \$100.00 plus mileage. If for any reason the caretaker or designate is called back to the facility a \$100.00 charge (plus mileage) will apply.
- \$100 flat fee. If additional caretaking is necessary beyond the first hour, an additional flat fee of \$100 will apply.

2. Liability

- a. The User Group shall obtain, prior to using the space under this agreement, and maintain during the term of this agreement, public liability insurance in an amount of not less than \$1,000,000 and shall provide written proof of the policy to the Board.

- b. The User Group hereby releases and saves harmless the Board from all liability that may arise in respect of any injury to any person on the school premises for the purpose of the activities of the User Group.
 - c. The User Group is responsible for the cost of repair or replacement of any property where the damage is caused by any person whom the User Group has permitted to enter the school premises or remain on the school premises during the period that the User Group is permitted to use the space.
3. The following conditions apply to the use of the space:
- a. The User Agreement shall be filled out and kept on file with the User Group and at the School office.
 - b. Room access, security codes, and keys will be determined by the School Administration.
 - c. It is agreed that there will be no alcohol related functions booked by the User Group in school facilities. Smoking, tobacco, and illicit drug use are strictly prohibited in the school and on the school grounds.
 - d. Any renovations or alterations to the facility, including signage, must be pre-approved by the School Administration and the PSSD Facilities Department.
 - e. Upon approval by the School Administration, the User Group will be permitted to use ONLY the following furniture or equipment owned by the Board:

(Note: Describe furniture and equipment that can be used, i.e., sound equipment, gym equipment, etc.)
 - f. Except as determined in consultation with the School Administration and noted below, the User Group shall not be permitted to store any equipment at the school.

(Note: List furniture and equipment that can be stored at the school and specify how and where it may be stored.)
 - g. Scheduling conflicts shall be dealt with as follows:
 - i. School activities shall take priority.
 - ii. Where possible, a minimum of seven (7) days notice of scheduling changes will be given. Emergencies will override the seven days.
4. The person signed below agrees that they are responsible to:
- a. Ensure that a sufficient number of adults are present during the period that the User Group uses the space to supervise the children who are present, having regard to the number of and age and ability of the children. An adult (18 years or older) must be named as the person responsible and in attendance.
 - b. Use only the area(s) of the facility that have been applied for.
 - c. Keep non-participants out of the building. The User Group shall not permit persons other than those persons associated with the activity for which the User Group is using the school space to enter into or remain in the school.
 - d. Keep people in the designated area of the facility only (hallways not being a designated area of activity).
 - e. Maintain good order and discipline.
 - f. Ensure that proper footwear is worn.
 - g. Ensure they have the phone number of the head caretaker or designate to call should assistance be required.
 - h. Leave the facility in the same condition prior to its use.
 - i. check and tidy the washrooms/flush toilets
 - ii. clean up any garbage, dirt, or spills
 - iii. bag garbage and place it in the outside bin

- iv. put chairs and equipment away
- v. Shut off all lights and lock all doors as per arrangement with the School Administration.
- vi. Make sure everyone is out of the building prior to leaving.

5. The Board may revoke its approval and terminate the agreement for use if the User Group breaches any provision of the agreement or other conditions of approval for use of the school.

I, _____, acting as a responsible adult for the User Group will be responsible for the activity(ies) described in the *Terms of use* (1.a.) when my group uses the facility:

Signature

Witness

Date

Board of Education of the Prairie Spirit School
Division No. 206 of Saskatchewan

Per: _____
School Administrator