

Application for the Use of School Facilities – Indoor

To: Board of Education of School District No. 57
2100 Ferry Avenue, Prince George, BC, V2L 4R5
Ph: 250-561-6800 Fax: 250-561-6820

This Area to be Completed by the Applicant

LICENSEE INFORMATION:

Organization: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Contact Name: _____ Date of Application: _____

NATURE OF YOUR ORGANIZATION:

- ☐ Commercial (for profit)
☐ Local Commercial (local for profit, amateur)
☐ Non-Profit (proof of non-profit status required)
☐ Community Association

PURPOSE OF ACTIVITY/USE:

Number of Participants: _____ Age Group: _____

Admission/Participation Fee Charged: _____

Location/School Requested: _____ Room: _____

DATE(S) REQUESTED:

DATE	DATE	DATE	DATE	DATE
START/ARRIVAL TIME	START/ARRIVAL TIME	START/ARRIVAL TIME	START/ARRIVAL TIME	START/ARRIVAL TIME
END/DEPARTURE TIME	END/DEPARTURE TIME	END/DEPARTURE TIME	END/DEPARTURE TIME	END/DEPARTURE TIME

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EXTRA FACILITY REQUESTS*:

EQUIPMENT	AMOUNT REQUESTED / DESCRIPTION
<input type="checkbox"/> Tables	_____ # of Tables
<input type="checkbox"/> Chairs	_____ # of Adult Sized Chairs _____ # of Child Sized Chairs
<input type="checkbox"/> Projector	Do you require hookups to the projector? <input type="checkbox"/> Y <input type="checkbox"/> N Do you require training on the use of the projector? <input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Sports Equipment	Please Describe: Gym set up for volleyball tournament
<input type="checkbox"/> Special Request	Please Describe:

* Extra facility requests are not guaranteed and may incur additional charges.

ACKNOWLEDGEMENTS:

- ☐ I have read the Terms, Covenants and Conditions at the end of this Document and agree to all Terms, Covenants and Conditions listed.
- ☐ I have read and understood all School District No. 57 policies and procedures relating to the use of school facilities and to conduct within school facilities. [SD 57 Policies and Procedures](#)
- ☐ I acknowledge that an adult must be on site at all times during my activity.
- ☐ I have provided a copy of my organizations general liability insurance.

This Area to be Completed by the School District

CUSTODIAL COVERAGE REQUIRED*:

DATE	DATE	DATE	DATE	DATE
START TIME	START TIME	START TIME	START TIME	START TIME
END TIME	END TIME	END TIME	END TIME	END TIME
HOURS REQUIRED	HOURS REQUIRED	HOURS REQUIRED	HOURS REQUIRED	HOURS REQUIRED

* Bookings outside of normal custodial hours, on weekends, involving food, or with more than 75 attendees may require additional custodial coverage. Please consult with Custodial Services to determine how many hours are required.

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FEES:

Facility Rental Fee: _____ hours @ _____ per hour = _____

Custodial Fee: _____ hours @ _____ per hour = _____

Extra Requests Fee: _____ = _____

GST @ 5%: _____ = _____

Total Amount to be Paid: _____ = _____

All fees and deposits are due in advance

Any additional fees incurred due to the actions of the Licensee or their attendees will be billed on a cost recovery basis.

Please make cheques payable to: SCHOOL DISTRICT NO. 57 or pay by e-transfer: estransfer@sd57.bc.ca (Please include the invoice number in the memo field of any e-transfer payment)

NOTIFICATION OF BOOKING:

A copy of this completed contract has been submitted to;

☐ Custodial Services – email custodialservices@sd57.bc.ca

☐ Facility Services - email facilityservices@sd57.bc.ca

☐ Finance – email accounting@sd57.bc.ca

☐ Privacy Compliance and Risk Management Advisor – email ebryden@sd57.bc.ca

This Area to be Completed by the Licensee and the School District

Upon acceptance of this Application by the Board of Education, School District No. 57, the application is subject to the terms, covenants, and conditions printed on page 4 of this document and shall form a binding contract.

LICENSEE SIGNATURE

Name: _____

Signature: Dan Drezet

SCHOOL SIGNATURE

Name: _____

Signature: _____

BOARD OF EDUCATION DESIGNATE SIGNATURE (if applicable)

Name: _____

Signature: _____

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Terms, Covenants and Conditions

1. The Licensee shall:
 - a) Pay the Licensee fee and any extra facilities fee for the facilities on the dates specified.
 - b) Bear all costs and expenses in connection with the use of facilities.
 - c) Comply with all Municipal and Provincial laws and regulations pertaining to the Licensee's use of the facilities and without affecting the generality of the foregoing to obey all rules and regulations of the School District pertaining to school facilities.
 - d) Assume any loss or damage to the facilities and the School in which the same are located.
 - e) Carry general liability insurance in the form of an insurance certificate or a liability insurance policy. The School District requires coverage of \$5,000,000 per loss for bodily injury and property damage claims. **Copy to be attached to this application.**
 - f) Follow any current Provincial Health Officer orders for public gatherings and events, including, if required, the submission of a site safety plan.
 - g) Bear all costs and expenses in connection with the loss of use of the facility due to Provincial Health Officer orders or recommendations.
 - h) Indemnify the School District against all loss, claims, suits and demands arising from injury or damage to any person or property during the Licensee's occupation of the facilities except when such injury, loss or damage is occasioned by the negligence of the School District, its servants or agents.
 - i) Indemnify the School District against loss of use of the facilities for any reason whatsoever.
 - j) Vacate the facilities forthwith upon the last date and time specified for use as set out above.
 - k) Leave the premises clean and in good repair (reasonable wear and tear and damage by fire, lightning and tempest only excepted).
2. The School District shall:
 - a) Provide lighting, heat, washroom facilities during the period of this license.
 - b) Allow the Licensee the use of the parking lot within the School District area.

PROVIDED that the School District shall not be liable for the nonfulfillment of this agreement if attributable to destruction by fire, act of God, public enemy, strikes, the authority of the law or any cause beyond its control.
3. It is understood and agreed between the School District and the Licensee that this license shall not be assigned or transferred by the Licensee.
4. The Licensee shall procure at its own expense all licenses and permits from Municipal and Provincial authorities as may be required to operate or conduct its activities on the premises, to pay all taxes that may be levied against it as a result of the operations of the Licensee on the facilities.
5. The Licensee shall not be the agent of the School District for any purpose and has no authority to bind the School District in any manner.
6. All of the obligations of the Licensee accruing due hereunder during the term of this license and all of the indemnities by the Licensee herein shall survive the termination of the license.
7. The Licensee shall be bound by the "Regulations for the Use of School Facilities" issued by the School District at the date hereof whether the Licensee shall have read the same or not.