



490 Woodward Avenue
 Saint John, New Brunswick
 E2K 5N3
 Phone: (506) 658-5300

SCHOOL USE APPLICATION AND AGREEMENT

Contract No. #N/A

Contract serial number (1,2,3,etc.):

See Instructions tab for help using this form.

Green cells must be completed manually
 Blue cells contain drop-down menus
 Yellow cells are populated automatically

School:

Telephone:

Name of organization, Group or Individual:
 Group type:

Mailing address:

Street:
 City/Town:
 Province: Postal Code:

Home #:
 Work #:
 Fax #:

Activity Supervisor:

Person to be invoiced:

Rental Details:

		Room #:	Rate/ Block
Room #1 type:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Room #2 type:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Room #3 type:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date format: 27-Sep-06 Time format: 6:45 PM

SELECT CONTRACT TYPE

Start Date: End Date:
 Start Time: End Time:
 Details:

- One-Time Rental
- Daily Rental
- Weekly Rental
- Bi-Weekly Rental
- Monthly Rental
- Other (input usage)

Additional information:

Custodian required? (see guidelines) Check

Total Blocks Required:

Enter total technician fees (if applicable):

Rental Charge: \$

Enter total Misc. charges (if applicable):

Custodial fees: \$

Select billing method:

Full payment is required for One-Time Rentals - District Office will calculate monthly invoices for other rentals.

Technical fees: \$

Misc. charge(s): \$

Total Charge \$

Comments:

HST \$

Payment Due: \$

This License Agreement is between School District 8 on Behalf of the Province of New Brunswick hereinafter called the "District" and

(Organization, Group, Individual)

hereinafter called the "User". The District hereby licences and permits the User to use the facility as described in this agreement. The User has read and accepts the terms of Policy 407 governing the community use of schools, 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 specified by the District as attached. The User is aware that the District does not carry liability insurance for the benefit of the User. The User agrees to indemnify and save harmless the District and Province of New Brunswick, including their employees and agents of all liabilities, claims, actions or damages arising from the use of the school by the User.

Review All Required Procedures and Conditions on page 2 Before Signing The Contract

REQUIRED PROCEDURES & CONDITIONS

1. **Contract must be signed for User Group Categories B, C and D. These groups cannot use any school facilities unless there is a signed contract in place.**
2. The user will ensure that adequate adult supervision is provided at all times and that all activities are conducted in a safe manner.
3. The user shall ensure that only the designated entrance for the activities is used. The entrance shall be locked at all times unless a monitor is stationed at the door. The user shall also ensure that only the portion of the school approved for use of the applicant is used. Individuals shall not be allowed to wander throughout the school in unauthorized areas.
4. School equipment of any kind shall not be used without the expressed written permission of the principal. All equipment, such as basketball winches, must be operated by a responsible adult. Equipment that is moved must be returned to its original position and due care of the floor must be exercised.
5. The user shall obey all fire safety regulations including: following all posted capacity limitations, obeying all fire alarms to vacate the building, and keeping all fire lanes around the building free of parked cars.
6. The display of posters and decorations shall conform with the requirements of the Office of the Fire Marshall and must be approved by the Principal.
7. **Consumption of alcoholic beverages is prohibited on school premises unless approval is obtained, in writing from the Superintendent, at least two weeks in advance of the activity and copies of the required license issued by the New Brunswick Liquor Licensing Board is submitted.**
8. **Tobacco use is prohibited in and around school buildings as per the Tobacco-Free Schools Policy, Policy 702.**
9. **Bingos, lotteries and other games of chance shall be prohibited on school premises unless approval is obtained, in writing from the Superintendent, at least two weeks in advance of the activity and copies of all required licenses are submitted.**
10. When keys to the school facility have been provided to the user, the supervisor of the event will be responsible for maintaining the keys in his /her possession at all times, ensuring the facility is securely locked after use, the alarm is set, and the keys are returned as agreed.
11. Schools closed due to inclement weather or other unforeseen circumstances, shall also be closed for all rentals. Rental groups will receive a credit for all cancellations due to these reasons.
12. All cancellation notices by the user must be received by the school at least 48 hours in advance. Failure to do so will result in applicable rental charges.
13. Additional fees will be applied to all rentals requiring custodial services for opening or locking the school, extra cleaning duties or responding to false security alarms. Custodians can only be paid through District Office.
14. User must ensure no food or drinks are used in gyms or theatres and only proper footwear is to be worn in the gym area. Damage resulting from this procedure not being followed may lead to cancellation of rental privileges and/or charges for clean-up/repairs.
15. Individuals, groups or organizations that are in financial arrears of previous school use agreements shall not be eligible for rental of school facilities.
16. In the case of an emergency, e.g. flooded toilet, broken window, alarm going off, the user is to contact the District answering service at 658-5300 and the proper individuals will be notified.
17. Youth orientated rental groups wishing to operate a canteen on school property are expected to follow the Healthier Foods Policy, Policy 711.
18. The Superintendent or Principal may set additional conditions as the situation warrants
19. Rental contracts may be cancelled immediately and future privileges suspended if any of the procedures listed above are not adhered to and the District shall not be held liable for any claims arising out of such cancellations.
20. Rental fees can be paid at the school or to the District Office, and should be made payable to "**Minister of Finance**".

Signature on behalf of user

Date

NOT VALID UNLESS SIGNED BY BOTH PARTIES

School Administrator or Delegate

Date