



# Clearview Public Schools

## SCHOOL FACILITY RENTAL RULES AND REGULATIONS

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- 1) The facility includes the specific room or rooms only with no equipment or furnishings set-up unless arranged at the time the contract is signed. If a group requires extra service such as setting up chairs, preparation time requiring early entrance, etc., the group must be prepared to pay rental for the facility beyond the hours requested, for the activity.
- 2) At certain times, special events will preempt previously booked activities. In such cases, appropriate rate adjustments will be made. Should the lessee decide to cancel, the lessor must be notified at least two working days in advance to qualify for a refund if applicable. Cancellations necessitated by mechanical failure are exempt from the above.
- 3) Rental groups will use only those areas for which they have contracted.
- 4) The lessee will not permit any actions which may be deemed a nuisance, annoyance, or contrary to any Federal or Provincial laws, acts or regulations, School Board policy, or school regulations. The School Board reserves the right to evict, cause to be removed or refuse further bookings or admissions to persons or groups misbehaving, causing a nuisance, causing willful damage, or ignoring these regulations.
- 5) All groups must vacate the facility by the time stated on their rental forms, or be charged for additional time at the appropriate rate. The supervisor must make sure that all members of the group have left the facility before the supervisor leaves.
- 6) For any sport events, dressing room facilities must be vacated within 30 minutes of the end of the game or practice and left in a reasonably clean condition, with all faucets turned off.
- 7) The affixing of any exhibits must be approved by the lessor.
- 8) Any catering requirements including consumption of soft drinks, other beverages and food on the premises must be negotiated with the lessor.
- 9) All chattels, furniture or fixtures of whatever nature or kind brought on the said facility by the lessee during the term of the agreement shall be brought into the said facility on the sole exclusive risk of the lessee, and the School Board has made and makes no representations or warranties to the lessee concerning liability for loss or damage resulting therefrom.
- 10) During each use and occupation of the said facility, the lessee will indemnify and save harmless, the School Board from and against any and all liability whatsoever, resulting from injury or damage to any person, persons, or property by reason of, or as a result of a use and occupation of the said facility, directly or indirectly, as herein set forth, or by reason of, or a result of, the acts of it or its servants, agents, employees, or workmen.
- 11) The School Board expressly agrees to furnish and supply to the premises such utilities, janitor service, additional insurance cost for the Division and any other applicable charges as may reasonably be required by the lessee for its use, during its term of use and occupation of the said



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facility.

- 12) The lessee will obtain any necessary permits and licenses for the staging of the event, from the regulatory boards and authorities.
- 13) The lessee is responsible for the conduct of participants at all times while the group is in the facility and the lessee will be held totally responsible for all costs of repairing or replacing lost or damaged equipment. The main entrance door may be locked at a convenient time to prevent other persons from entering the facility for whom no one is responsible. All Youth Groups must have adult group supervisors in attendance at all times. The school will use discretion in the matter of adult supervisors who must be at the facility prior to any youth group's arrival and children are not allowed in the facility until the group supervisor is present.
- 14) In the interest of safety, fire regulations must be adhered to at all times. The Maximum Occupancy Load for the leased facility must not be exceeded at any time. Failure to comply with these restrictions may result in the person in charge of the facility being found guilty of an offence under the Safety Codes Act as well they may be asked to vacate the premises. (See applicable "Maximum Occupant Load" document attached) Smoking is strictly prohibited in all school facilities and on school grounds. In the gymnasiums, absolutely no outdoor or floor marking footwear is allowed.
- 15) The lessee's copy of the approved contract shall be presented upon request to any School Board representative prior to occupying or during occupation of the facility for any function.
- 16) The lessee is responsible for communicating the terms herein to any invitees and is responsible for invitees' conduct while in the facility.
- 17) Fees and charges are subject to change without notice. Payment of all contracts must conform with the School Board's payment policies and procedures regulations. Any damage deposit will be refunded within 30 days after the rental date, at the discretion of the School Board.
- 18) No school equipment is to be used by rental groups unless special arrangements are made with the principal of the school or his/her designate.
- 19) Rental groups will not tamper with facility equipment, display material or chalkboards, etc., and will in general, leave any instructional areas used the same way they found them.
- 20) All damages shall be reported to the school principal and Division office immediately and the cost of repairs will be the responsibility of the rental group.
- 21) All non-school equipment, materials, etc., should be removed from the school at the conclusion of the activity or else a fee for removal may be levied by the Board.
- 22) There shall be no tobacco products sold, consumed or otherwise used in or on school property.
- 23) If the lessee desires to provide alcohol at an event at the Performing Arts Centre in Stettler, the lessee must do so in accordance with Clearview Division Policy and Procedures.



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