

APPENDIX 2

Procedures for Rental of School Facilities Policy 5.02

(Terms and Conditions for Facility Rental)

Booking a Facility Rental

1. The gymnasium, staff room, and instructional areas, including classrooms, science lab, computer lab and library, with associated use of the main hall and washrooms (the "Rental Areas"), will be made available for rent to responsible organizations (the "Renting Organization") for meetings and / or suitable educational or recreational programs ("Facility Rental").
2. Rental Areas will normally be available for Facility Rental on school days from 6:00 pm – 8:30 pm. This time is inclusive of the total activity, including any setup, and the ending time shall be the time the Facility Rental group clears the school. Where possible Rental Areas can be booked for Facility Rental during instructional hours, provided those activities do not interfere with classroom instruction of CSS students.
3. CSS School functions, which are extensions of regular school activities, School Council functions, and Board functions have priority over rental by outside groups and will be scheduled annually, wherever possible.
4. Facility Rental will be approved by and made through the CSS Principal. Thirty days advance notice is preferred for booking. The CSS Principal's approval or disapproval of the Facility Rental will be final.
5. Organizations wishing to view the Rental Areas must make a prior appointment with the CSS Principal for this purpose.
6. The Facility Rental charges are \$60.00 per hour (or fraction thereof).
7. A Facility Rental Agreement with the renting organization and Rental Permit will confirm all Facility Rentals.

Facility Use

1. A CSS caretaker must be on duty during all Facility Rentals. The CSS Principal may authorize school-based staff to use the Rental Areas, as a regular extension of the school program, without a caretaker being on duty.
2. The CSS Caretaker will be responsible for:
 - a. Seeing that the Renting Organization has access to the building and designated Rental Areas; supervisors to be allowed access 15 minutes prior to the Facility Rental time; or earlier if prior arrangements have been made.
 - b. Making designated equipment available as per the Facility Rental Agreement.
 - c. Reporting on damages, loss, or inappropriate behaviour or activities of the Renting Organization.
3. Caretakers will have the authority to protect CSS facilities, equipment, and materials and ensure the Renting Organization does not violate fire safety and CSS regulations.
4. All Renting Organizations shall designate, prior to usage time, a person to act as a supervisor for the activity. This person shall be directly responsible for the safety and the conduct of the organization's individuals as well as for the organization as a whole. Supervisors of the activities shall make themselves known to the CSS Caretaker at the time of Facility Rental.
5. Smoking is not permitted in school buildings.

6. CSS officials shall have the right to visit and inspect the Rental Areas during any Facility Rental for which a Rental Permit has been granted.
7. CSS reserves the right to cancel any Rental Permit at any time if the conduct of those using the building or equipment is not satisfactory or is deemed to be causing harm to the school, or if school-based (instructional and outreach related) initiatives conflict with the Facility Rental.
8. All Renting Organizations must ensure that participants in their programs use appropriate equipment and wear footwear that is not harmful to the floor (this includes spectators).
9. The use of school equipment, such as the public address system, is not included in the Rental Permit unless specifically stated. If any stage or playing equipment or any other equipment is brought into a CSS school building, it must be delivered and removed with a minimum of interference to regular school programs.
10. Limited gymnasium equipment in the school may be made available where specified on the Rental Permit.
11. CSS will not provide storage for any items belonging to a renting organization.
12. CSS will not permit Facility Rental for liquor or gambling-related functions.

Responsibility and Indemnification

1. Responsibility for protection of CSS property and prevention of damage to equipment shall rest entirely with the Renting Organization using the facilities. Proper precautions must be taken to prevent such damage.
2. The Renting Organization shall be responsible for any damages, loss and/or costs to the facility or equipment, resulting from their use of the school.
3. The Renting Organization agrees to indemnify and hold harmless the Calgary Science School, the Calgary Science School Administration, The Calgary Science School Board, and all Calgary Science School employees from all claims, demands, proceedings, losses, damages, liabilities, costs and expenses (including, without limitation, all legal fees and disbursements suffered or incurred by the CSS as a result of or arising directly or indirectly out of or in connection with the Facility Rental.
4. It is the responsibility of the Renting Organization to obtain signed waivers (in the form attached to the Facility Rental Agreement) from all participants in the activities undertaken as part of the Facility Rental Agreement.
5. CSS assumes no responsibility with respect to other permits, which may otherwise be required in order to conduct the Facility Rental activities.

Insurance

1. All Renting Organizations must provide a Certificate of Insurance to CSS evidencing adequate liability insurance coverage and, wherever possible, proof that the Calgary Science School and the Calgary Board of Education have been added to the renters liability policy as an "Additional Insured".

FACILITY RENTAL AGREEMENT
(ATTACH WAIVER FORM TO BE COMPLETED)

RENTING ORGANIZATION: _____

PRIMARY CONTACT INFORMATION

Name: _____ Position in Organization: _____
 Phone Numbers: _____, _____ Email: _____
 Mailing Address: _____

FACILITIES REQUESTED

Gym: _____ Stage: _____ Computer Lab: _____ Classroom: _____ Other: _____

RENTAL ACTIVITY/USE INFORMATION

Description of Rental Activity/Use: _____
 Age of Participants: _____ Number of Participants: _____

DATES AND TIMES REQUESTED

Date(s)	Start Time	Finish Time
_____	_____	_____
_____	_____	_____
_____	_____	_____

By signing below I agree that I have read and understand the terms and conditions set out in this Facility Rental Agreement.		
Name: _____	Signature: _____	Date: _____
Witness Name: _____	Witness Signature: _____	Date: _____

~ please make cheques payable to the Calgary Science School~