

## PUBLIC USE OF SCHOOL FACILITIES AGREEMENT FORM

(Please bring form with you on date of event)

Name of Group:			
Activity			
Supervisor:		Phone:	
Date:		Time:	
Rental Fee:	\$ _____/hour	Number of Hours:	
Additional Fees:			

**NOTE:** Annual Rental Fees are set by the school principal and approved by the Board.

**Other Expenses:** Custodial Time (\$\_\_\_\_\_/hr if required)  
**Security Deposit \$50** (refundable upon successful inspection)  
 Damage/Repair (Users are responsible for all damage to equipment and/or facility)

As the adult supervisor of the group booking the facility, I agree on behalf of the group that:

1. I am familiar with the regulations prescribed by the school for the use of the facilities and will abide by them.
2. I will be responsible for any unwarranted or unnecessary damage or vandalism by any member of my group and provide adequate supervision of any public or spectators who may attend so as to reasonably deter any damage by them. The damage deposit will be refunded if there are no additional costs incurred.
3. I understand that the rental will not be confirmed or finalized until such time as the rental fee has been paid, nor will my group be admitted to the facility until this has been paid.
4. I hereby waive any responsibility for injury or liability on the part of the school or the Westwind School Division during the time of the booking.

5. If overtime is required on the part of the caretaker to have the facility ready for school the next school day, or to open/close the school, I will be responsible for these additional charges for caretaking for each over-time hour, or portion, required.

\_\_\_\_\_  
Signature of Supervisor/Applicant

\_\_\_\_\_  
Date

**Post-Rental Notes by CUSTODIAN** (On back of this form)