

Facility Use Agreement

Rental Agreement Requirements for School Facilities

1. **School activities will have priority in all instances.**
2. The applicant shall provide the Red Deer Catholic Separate Schools with a copy of their **Liability Insurance in the minimum amount of \$2,000,000.00 with the Rental Agreement.**
3. School facilities shall not be rented out on days that schools are closed (eg Christmas break).
4. All groups requesting use of facilities must ensure that all information is complete on the Facility Use Agreement.
5. All groups must state the purpose of use, facilities / rooms and times required on the Agreement.
Group Classifications:
Community Youth Group - (non-profit group/individual) - service clubs (eg Minor Basketball, Scouts)
Social/Commercial - (for-profit group/individual) with a target audience (eg workshop, course, meeting)
Parish - any church/parish activity
6. The Principal must receive the potential renter's Agreement at least one week prior for approval.
7. All requests must be approved by the Principal and filed with the school board office a minimum of **one week in advance of the rental date.**
8. The Division will appoint a School Host for all booked events. The School Host will arrive 15 minutes prior to the approved start time to allow entry to the facility (via only one door).
9. A member of the Division's teaching staff (who works at that facility) may act as Host, at the discretion of the principal, in consultation with the Facilities Manager.
10. Absolutely NO propping open the exterior doors at any time.
11. Everyone entering the premises must either wipe their footwear well or remove it.
12. **Absolutely NO outside (street) shoes are allowed in the gym/Fieldhouse** (sand, salt and rocks will damage the floor)
13. **NO food or beverages allowed in the gym/Fieldhouse** unless approved by the principal
14. All groups must **only use the exact areas as approved** on the rental agreement.
15. All groups must leave the areas they have rented in the same condition as they arrived. Cleaning may be charged, depending upon length of rental, type of activity, condition room is left, etc
16. The User Group is responsible for any damages to the facility and/or equipment.
17. A minimum of \$500.00 deposit may be required at the time of approval (for multiple day users). The balance must be paid within 30 days of receiving the invoice.
18. **The board reserves the right to withdraw rental privileges from any group that violates these policies.**

Revised Oct 1, 2024