



AGREEMENT FOR USE OF SCHOOL FACILITIES

Subject to the terms and conditions as per District Requirements (attached), the applicant desires to have access to the following school facility:

Name of Facility: _____

Name Of Organization: _____

Contact Person: _____

Address: _____

Postal Code: _____

Phone: _____

Bus: _____

Res: _____

Cell: _____

Email Address: _____

EVENT INFORMATION (Please complete the following):

Nature of Event: _____		
Starting Date: _____	Ending Date: _____	
Starting Time: _____ AM PM	Ending Time: _____ AM PM	
Starting Time: _____ AM PM	Ending Time: _____ AM PM	
Area(s) Requested: _____	St. Joseph High School Fieldhouse and École Secondaire Notre Dame High School gym only	Principal, Please check Equipment Approval
Day(s) Of Week: _____		
Equipment Requested: _____	Number of courts: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved

GROUP CLASSIFICATION (Please check one)

<input type="checkbox"/> Community Youth Groups	_____	Number of People
<input type="checkbox"/> Social / Commercial	_____	Age Group
<input type="checkbox"/> Parish		

FOR NON-DISTRICT EVENT

<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the Contact Person an Employee of Red Deer Catholic Schools?	
	District Staff Member: _____	Position: _____
	Current School: _____	Cell #: _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will Contact Person/Other Staff Member act as School Host?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you require a school host?	
	Start and End Times _____	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will this rental require division personnel for cleaning?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will you be charging a fee to Participants?	
<input type="checkbox"/>	Proof of Insurance attached (must accompany Agreement) **Deposit must accompany Agreement	
		Principal, Please check
		<input type="checkbox"/> Division Staff approved as Host
		<input type="checkbox"/> Division Staff approved as Cleaning

Signature of Renter: _____

Date: _____

Red Deer Catholic Regional Schools are alcohol, tobacco, vaping and cannabis free facilities.

****Facility rentals require two business days for cancellation.****

****Failure to provide notice will result in full rental charges applied****

Principal's comments

Office Use Only

Fees Waived

Rental Fee	_____	Hours at \$ _____	\$ _____	<input type="checkbox"/> Yes
Cleaning Fee	_____	Hours at \$ _____	\$ _____	<input type="checkbox"/> Yes
Hosting Fee	_____	Hours at \$ _____	\$ _____	<input type="checkbox"/> Yes
Date Deposit received	_____	Deposit Amount	\$ _____	
		GST	\$ _____	
		TOTAL	\$ _____	

Should a Division staff member be approved to act as host, the rental cost will be reduced by the hourly rate listed on the schedule of Fees. Division staff members may also apply to act as janitorial for specific events.

Approved by: _____

Board Administration

School Administration

Host Name

Contact Number

Schedule of Fees and Charges

Effective September 1, 2019

Community Youth Groups

		Rental Rate /per hour	School Host /per hour	Total Cost /per hour
a)	Weekdays			
	i. Classroom Area (Gathering Area, Cafeteria)	\$20.00	\$22.00	\$42.00
	ii. Additional Areas			\$15.00
	iii. Specialty Areas (Gymnasium, Auditorium)	\$40.00	\$22.00	\$62.00
	Both sides of École Secondaire Notre Dame High School Gym	\$80.00	\$22.00	\$102.00
	iv. St. Joseph High School Fieldhouse (per court)	\$50.00	\$22.00	\$72.00
	All 3 courts	\$150.00	\$22.00	\$172.00
	v. St. Joseph High School Change Rooms with outside entrance	\$20.00	\$22.00	\$42.00
b)	Weekends			
	i. Classroom Area (Gathering Area, Cafeteria)	\$25.00	\$22.00	\$47.00
	ii. Additional Areas			\$15.00
	iii. Specialty Areas (Gym, Auditorium)	\$40.00	\$22.00	\$62.00
	Both sides of École Secondaire Notre Dame High School Gym	\$80.00	\$22.00	\$102.00
	iv. St. Joseph High School Fieldhouse (per court)	\$50.00	\$22.00	\$72.00
	All 3 courts	\$150.00	\$22.00	\$172.00
	v. St. Joseph High School Change Rooms with outside entrance	\$20.00	\$22.00	\$42.00

(Hourly rate includes Host's fee - Division staff may act as Host for a reduction of \$22.00 per hour - Principal and Division approval is required)

Social & Commercial Functions (Seven days per week)

		Rental Rate /per hour	School Host /per hour	Total Cost /per hour
i.	Classroom Area (Gathering area, Cafeteria)	\$58.00	\$22.00	\$80.00
ii.	Additional Areas			\$40.00
iii.	Specialty Areas (Gym, Auditorium, CTS)	\$80.00	\$22.00	\$102.00
	Both sides of Notre Dame gym	\$160.00	\$22.00	\$182.00
iv.	St. Joseph High School Fieldhouse (per court)	\$80.00	\$22.00	\$102.00
	All 3 courts	\$240.00	\$22.00	\$262.00
v.	St. Joseph High School Change Rooms	\$30.00	\$22.00	\$52.00

Note: \$500.00 damage deposit is required

(Hourly rate includes Host's fee - Division staff may act as Host for a reduction of \$22.00 per hour - Principal and Division approval is required)

* Gymnasium spaces larger than 1000 m2 will be rented per half gym. (example: École Secondaire Notre Dame High School gym)

School-Sponsored & Parish-Sponsored Programs

(Host is provided for parish events. School-sponsored events are school costs if Host is required)

No Charge

Joint Use Functions

Programs qualifying under the Joint Use Agreement
Regular rates apply for any weekend bookings

No Charge

School Host (when required)
Cleaning may be charged

\$22.00 per hour
\$26.25 per hour (minimum of two hours)

Note: All rates are subject to GST

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