



SCHOOL FACILITY USE AGREEMENT

BETWEEN

Evergreen Catholic Separate School Division (As the Owner)

AND

_____ (As the User Group)

**THIS AGREEMENT IS TO BE USED ONLY FOR THOSE REQUESTS THAT ARE 'OUTSIDE' OF THE SPRUCE GROVE JOINT
USE AGREEMENT**

User Group requests must be submitted at least 2 weeks prior to event in order to receive consideration of Approval. Custodial & Maintenance charges may be applied on an hourly rate of **\$50.00 per hour**

1. The User Group requests to use the following facility from Evergreen Catholic Separate School Division:

_____ (SCHOOL NAME)

2. Date, time, area(s) and equipment or special requirements requested:

Date From - Date To	Day of the Week	Time (am/pm)	Areas (gym, kitchen, etc.)	Equipment/Special Requests
	Select One			
	Select One			
	Select One			

3. TYPE OF FUNCTION: _____ NUMBER OF PEOPLE: _____ AGE GROUP: _____

4. GROUP SUPERVISOR NAME: _____

ADDRESS: _____

CITY/PROVINCE: _____ POSTAL CODE: _____

EMAIL ADDRESS (for billing): _____

PHONE NUMBER: _____

5. LIABILITY INSURANCE: (See Rules & Regulations)

YES (copy must be attached)

NO - We will get a quote and purchase insurance from <https://eventinsurance.nfp.ca>

Upon Signing this Agreement, please be aware of all rules and regulations of the School Facility Use Agreement

Group Supervisor Signature: _____ Date: _____

OFFICE USE ONLY: Facility Available ____ Custodian Available ____ Insurance Validation ____

Principal's Signature: _____ Date: _____

Recommendation from Director of Facilities & Technology: YES ____ NO ____

User Group Liability Insurance Requirements or Application

****The Certificate of Insurance Provided by a User Group lists Evergreen Catholic Separate School Division as a certificate holder and an additional insured.****

Application: This insurance is available to Facility Users, who do not have access to liability insurance from other sources. This coverage is only available for those activities listed as Low Risk and Medium Risk Activities. ***High risk activities will only be provided with approval from our insurance provider.**

Persons covered are all members collectively including Executives, Managers, Coaches, Trainers, Officials, Event Organizers and Volunteers while acting within the scope of their duties with respect to the activities.

Coverage:

Minimum - \$5,000,000 general liability per occurrence including the following extensions:

- Premises, property, and operations,
- Products and completed operations,
- Blanket Contractual (liability arising from certain specified contract)
- Personal injury (libel and slander),
- Employees, Members and Volunteers as Additional Insureds,
- Cross Liability (each insured covered, up to the policy limit in total),
- Tenants Legal Liability (for damage done to the rented premises).

To purchase insurance please go to <https://eventinsurance.nfp.ca> and **get a quote**. Then proof of insurance would be included with the Facility Use Agreement for review and potential approval.

Low Risk Activities	Medium Risk Activities	*High Risk Activities
Meeting and Retreats	Basketball	Non-contact Martial Arts
Badminton	Handball	Tournaments
Dance Lessons	Racquetball	
Tennis	Squash	
Music Lessons	Volleyball	
Rope skipping	Farmer's Markets	
Art Classes	Swap Meets, Garage sales	
Yoga / Pilates (subject to certified Instructor)		

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RULES & REGULATIONS FOR SCHOOL FACILITY USE AGREEMENT

1. The Group Supervisor shall arrive at the facility prior to activities taking place and shall assume responsibility for any loss or damage to the facility(s) or equipment caused by the group, spectators, or anyone associated with the activity. **The Group is responsible to let patrons in the facility, and the facility doors should not be propped open.**
2. Facility staff will permit groups to use only the equipment listed on this School Facility Use Agreement. Arrangements to obtain equipment must be made with the school principal.
3. User Groups utilizing facilities are required to replace equipment, chairs, and tables and to place refuse in the containers provided. All decorations and displays must be removed at the expiration of the use. If kitchen facilities are included as part of the School Facility Use Agreement, the User Group must ensure that the area is properly cleaned immediately following the rental.
4. Any User Group not providing adequate supervision or not adhering to the facility rules, those rules contained within this School Facility Use Agreement, and any additional terms and conditions, shall result in termination of this contract.
5. This agreement may be canceled, and the User Group required to vacate the premises immediately, together with any guests or invitees, if in the discretion of the representative of the Owner, the conduct of the User Group or any guests or invitees is detrimental or likely to cause damage to the facilities or equipment if continued.
6. Liability: The User Group shall indemnify and save harmless the Owner from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings arising out of or in any way relating to the rental or use of the facilities under this Agreement. Without restricting the generality of the foregoing, the User Group shall be responsible for any loss or damage to the facilities, howsoever caused, arising out of the use or rental of the facilities under this Agreement. **The User Group will be required to provide the owner with a Certificate of Insurance, listing Evergreen Catholic Separate School Division as a certificate holder and additional insured, evidencing the coverage specified or requested by the Owner prior to the occupation or use of the facilities by the User Group.** Facility User Group Liability Insurance must be purchased by Facility Users, who do not have access to liability insurance from other sources. (See "Facility User Group Liability Insurance Application").
7. NO SMOKING is permitted within any facilities as per Evergreen Catholic Separate School Division Policy #8080.
8. ALCOHOLIC BEVERAGES are **not** allowed in Evergreen Catholic Schools.
9. CANCELLATION: The User Group shall notify the school principal at least two (2) days prior to the scheduled rental date of any cancellation or change of times. In the event that the User Group does not provide the above stated notice, costs associated with custodial arrangements and any Facility User Group Liability Insurance Applications may be assessed to the User Group. If the **School needs to cancel** the User Group will be notified by the school administration with as much notice as possible.
10. Accident Procedure: The User Group must notify Division-designated supervisor or custodian of any accident that occurs during their use of the facilities. Notification should occur as soon as possible.

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11. Other conditions as per the site administrator.

12. All user groups are responsible to ensure their activity is operated in accordance with the current Orders, Guidance and Recommendations of the Government of Alberta and any restrictions or guidance issued by the Chief Medical Officer of Health (Provincial Requirements).

Please contact Evergreen Catholic Separate School Division office for further clarification if required,
at 780-962-5627