

Complete, save, and submit this form to:

1. The school's principal for *non-commercial* rental in periods from September to June;
2. facilityrentals@nlesd.ca for *commercial* (year round) or *any* rental for July or August.

Group Name:		
Category (see Policy Administrative Regulations)		
Name of Contact Person:		
Contact Information:	Cell:	Email:
Complete Mailing Address:	Street/PO Box:	Postal Code:
	City/Town:	
School/Property Requested:		
What area is required:	<input type="checkbox"/> Gymnasium <input type="checkbox"/> Classroom <input type="checkbox"/> Cafeteria <input type="checkbox"/> Sports Field* <input type="checkbox"/> Other	
Start Date:	From (time)	to (time)
End Date:	Monday	to
Times on the right must be reflective of any required arrival/setup period and any clean up/departure time e.g. booking 7:00-8:00 does not permit accessing 6:45-8:15	Tuesday	to
	Wednesday	to
	Thursday	to
	Friday	to
	Saturday	to
	Sunday	to
Type of activity being undertaken and/or any other comments		
Groups are responsible to be aware of, and compliant with, all aspects of the District's Community Use of Schools Policy and Administrative Regulations. Any inquiries regarding payment should be made to accountsreceivable@nlesd.ca		
Group Signature:		
Rate: (Office Use)		
Signature of NLESD Representative		Date

*Any portable soccer nets used on NLESD property must be secured in accordance with NLESD guidelines.

CONDITIONS OF USE

- 1) The Form 602-D Group Representative is responsible for the proper use of the building and property by ensuring all participants are familiar with:
 - a) all relevant board policies (particularly Community Use of Schools and Other Facilities, Building Security and Access, Smoke and Cannabis Free),
 - b) emergency evacuation plans for areas the building rented, and
 - c) the requirement to advise participants that no individual insurance coverage is provided.
- 2) Adequate and responsible adult (min. 18 years old) personnel must be available to supervise when students/youth are present.
- 3) The building will be cleaned/tidied and left in the same condition as it was found. Any costs for cleanup will be charged to the user at the applicable rate.
- 4) No movement of desks, books, etc., is to occur without prior District approval, and then must be returned to their proper position so that school classes will not be disrupted.
- 5) Any damages which occur will be repaired or replaced at no cost to the District. The District Representative from whom the building was rented will be informed immediately and given full details of such damage.
- 6) Group leaders must ensure before leaving that all windows and doors are secured and that the thermostat is set at the temperature at which it was found;
- 7) Only approved gym footwear is to be used when utilizing the gymnasium for physical activity. Ball/floor hockey must use only plastic blades, and with care not to mar floor surface (e.g. repetitive banging of stick blade heel). Extra precautions must be taken on hardwood floors not to scratch the surface e.g. floor surface covers may be used.
- 8) Smoking and cannabis use is not permitted anywhere on District property.
- 9) Use of alcohol is not permitted unless specifically approved, in writing, by the District.
- 10) The District has the right to request the cancellation of any activity. Reasonable notice of such events will be given to the contact person named in the Agreement.
- 11) The District will not be liable for any type of loss relating to or arising out of the event and liability for any such losses is the sole responsibility of the User.
- 12) The User agrees to indemnify the District for any and all claims against the District associated with the use of the school by the User.
- 13) This agreement can be canceled at any time by the District, but in any event, concludes June 30th of the school year in which the Agreement was made.