

**COMMUNITY USE OF SCHOOL FACILITIES USER AGREEMENT FORM**

It is hereby agreed by and between \_\_\_\_\_ of \_\_\_\_\_ and CCSD 89, that said group will rent or use the following facility of CCSD 89, in accordance with Policy 700:20, Regulation 700:20-R, and the provisions of this agreement.

Contracted by: \_\_\_\_\_

Contact name: \_\_\_\_\_

Contact address: \_\_\_\_\_

Contact phone numbers: \_\_\_\_\_ (Home/Business) \_\_\_\_\_ (Cell)

FACILITY: \_\_\_\_\_

USAGE DATE(S): \_\_\_\_\_

TIMES: \_\_\_\_\_

SPECIAL PROVISIONS: \_\_\_\_\_

**Total Fee** \$ \_\_\_\_\_ (As determined by Regulation 700:20-R) Payment must be received at least two weeks prior to the date of use.

**CONDITIONS OF USE**

1. Agree with and adhere to all conditions set forth in Policy 700:20, Regulation 700:20-R, and this User Agreement.
2. Pay any damages to school facilities, furniture, or equipment arising from the use of the group or spectators. Any damages must be reported to the night custodian and/or school promptly.
3. No furniture or equipment may be moved without prior approval from the school principal.
4. Signs, displays, or materials may not be attached, nailed, or otherwise affixed to school facilities.
5. No equipment, material or other matter which presents a health or safety hazard to persons or property may be brought into or onto the District facility. The use of open flames, makeshift electrical wiring, flammable and/or caustic materials and the like are prohibited.
6. All persons using the District's facility (participants and spectators) shall confine themselves to the area of the facility for which temporary use has been granted.
7. Food or beverages may not be used without express approval from the school principal.
8. All equipment, material and other matter brought into or onto the facility by the user shall be removed and the facility restored to the condition in which it was provided.
9. Alcohol or tobacco use, or any illegal substance is strictly forbidden on CCSD 89 grounds or in its facilities.

10. All children **must** be supervised by an adult at all times and in all areas, including washrooms and hallways.
11. Participants must enter and exit through the main doors of a building or as otherwise arranged with the building principal. It is the event supervisor's responsibility to monitor the entrance and exit, and to be sure the door closes and locks appropriately. Doors will be unlocked 15 minutes prior to the start of an event and will remain open until 15 minutes after the event. Outside doors must not be propped open by any object.
12. Equipment that damages surfaces, as determined by the Director of Buildings and Grounds shall not be allowed indoors.
13. The baseball diamond areas and other athletic fields of District schools may be used by the residents within the area served by the District as long as the fields are dry. The Director of Buildings and Grounds has the authority to determine whether the fields are too wet to allow use of them. Groups that have user agreements with the District have priority for their practices and games.
14. Contact the school office by 4:00 P.M. Monday-Friday if you will not be using the facility for any reason on a date that has been indicated above.
15. Use of a facility may be terminated by the District in the event of any emergency, any breach of Policy 700:20, Regulation 700:20-R, or this User Agreement.

As a condition of District facilities use, the organization shall indemnify and hold harmless the District, its agents and employees from and against any and all loss or cost. Costs shall include, but is not limited to, attorneys' fees, damages, expenses, statutory liability and liability under workmen's compensation laws in connection with claims for damages as a result of injury or death of any person or property damage to any property which arises from or is related in any manner to the use of the District's facilities by the organization, its partners, members, agents, employees, customers, invitees, contractors and subcontractors.

The Superintendent will base his or her decision on the information being provided in this application as well as other criteria deemed important. *(Note to Superintendent: After approving or denying this application, return a copy of it to the person making the request, keep the original in the central office, and send a copy to the appropriate Building Principal.)*

**Approved**

**Denied**

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

**AGREED UPON BY:**

\_\_\_\_\_  
Authorized Group Officer/Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized CCSD 89 Employee

\_\_\_\_\_  
Date

4/12, 4/15, 4/18