



Facility User Agreement

F 3-24-A

For (site/school name): _____

This agreement is not binding until signed by all signatories listed below.

Person and/or Organization Requesting Use of Building _____

Contact person _____ Phone number _____

Staff Request

Community

Profit

Non-Profit

Is Activity Open to Public?

YES NO

Room/Site to be used _____

For what purpose (be specific) _____

Date(s) of Use	Time: From	Time: To

School Equipment Needed: _____

Insurance Coverage:

Own (attach a copy of certificate)

Facility User Group applicable (See [Exhibit 3-1 Facility User Group Program Risk Schedule](#))

Purchasing additional coverage through Board insurer (see Exhibit 3-1 Facility User Group Program Risk and complete [Form 3-24-C Facility User Group Application - Insurance](#))

Estimate the Number of Participants, Spectators and Guests: _____

PLEASE BE SURE TO READ *USER AGREEMENT CONDITIONS* SECTION AND SIGN AT THE BOTTOM OF THE SECOND PAGE.

OFFICE USE ONLY

School Personnel Needed: _____

It is agreed between the Pembina Hills Public Schools, herein referred to as Division, and

_____, herein referred to as User, that the site shall allow the User access to and the use of facilities as conditioned and described in this contract in consideration of

\$ _____ Special Personnel \$ _____ Special Equipment \$ _____

Additional Comments:

Reference: Administrative Procedure 70-03 Access to Buildings, Equipment and Vehicles

USER AGREEMENT CONDITIONS

User agrees to and is informed of the following:

- Signed copy must be in Site Administrator's office at least _____ working days ahead of the event.
- Regular school activities have priority for all space.
- Violations of the building use agreement may cause denial of future agreements.
- Staff social events on Division property are to be alcohol free (AP 30-10 Host Liquor Liability Insurance for Staff Social Events).
- Student activities are to be alcohol free (AP 30-22 Alcohol on Division Premises).
- Alcohol is not permitted unless Superintendent or designate approval has been obtained and appropriate licensing and insurance is obtained and in place, pursuant to AP 30-22 Alcohol on Division Premises and AP 70-03 Access to Buildings, Equipment and Vehicles.
- Smoking is not permitted on school grounds.
- Use of specific facilities (cafeteria, kitchen, A/V equipment, etc.) may require services of trained Division employees as determined by the Division and associated costs to be borne by Facility user.
- Use of Division space does not include use of site equipment unless specifically permitted.
- Organizations wishing to bring unusual equipment, material, animals, etc., must present proper insurance coverage to the Site Administrator with a "save harmless" clause protecting the Division.
- All equipment, decorations, etc., shall be immediately removed from premises at conclusion of the event.
- Departure time should be included in total use hours.
- The Board or its authorized representative shall have full and free access to the premises at all times.
- If the application is approved, the user will assume responsibility for orderly and careful use of the Division facility, including supervision of spectators and contestants, and parking for large crowds.
- User will maintain a reasonably clean and safe area.
- The Division may reserve the right to deny the use of site facilities when the Division deems it necessary.
- The site must be notified within _____ working days if the event is cancelled.
- Damage resulting from the use of the facility will be paid for by the user.
- Additional custodial charges may apply.

This agreement is to be signed by all named parties.

Name (user)	Cell/Work/Home Number	
Address	Town	Postal Code

_____ DATE
PERSON RESPONSIBLE FOR THE ACTIVITY SIGNATURE

_____ DATE
PRINCIPAL SIGNATURE

_____ DATE
SUPERINTENDENT APPROVAL - EVENTS WITH ALCOHOL

This information is collected under the Authority of the Freedom of Information and Protection of Privacy Act Section 32 (c). This information will be used to identify practices or conditions, which may affect the safety and care of the students. For further information you may call the Principal or FOIP Coordinator at 674-8500.
