



**Use of School Facilities Agreement**

I/WE HEREBY COVENANT WITH THE PARK WEST SCHOOL DIVISION FOR THE USE OF:

NAME OF SCHOOL TO BE USED: \_\_\_\_\_

STATE ROOMS TO BE USED: (GYM, KITCHEN, CLASSROOM, LIBRARY, ETC.) \_\_\_\_\_

OTHER FACILITIES USED (SPECIFY): \_\_\_\_\_

NUMBER OF PEOPLE EXPECTED: \_\_\_\_\_

ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_ FROM (TIME) \_\_\_\_\_ TO \_\_\_\_\_

FOR THE PURPOSE OF: \_\_\_\_\_

ADMISSION OR FEE TO BE CHARGED: (YES) \_\_\_\_\_ (NO) \_\_\_\_\_

**PLEASE NOTE:**

It is the responsibility of the person signing this form on behalf of a group to ensure that all persons admitted to the building are aware of the conditions under which this privilege was granted.

**This application must be in the Division office seven days before the date of the event:**

DATED AT \_\_\_\_\_, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Maintenance Supervisor

I have read and agreed to the attached regulations.

\_\_\_\_\_  
Name of Organization (Please print)

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Name of Representative

\_\_\_\_\_  
Address of Representative

Contact Phone Number: \_\_\_\_\_

THE FOLLOWING CONDITIONS WILL BE OBSERVED:



On each and every occasion upon which an outside organization is granted the use of a school building a responsible representative of the said organization shall sign this form guaranteeing observance of the following conditions, and failure to observe any one or more of the said conditions shall render the organization ineligible for further use of any school building:

- a. There shall be adequate supervision by responsible persons and at any gathering there shall be proper chaperones.
- b. The user shall be liable for loss or damage of any kind or nature whatsoever occurring during or by reason of the use of the building.
- c. There shall be no smoking, alcoholic beverages or drugs allowed in the school building or on the property.
- d. There shall be no loitering in any other part of the building or hallway and only the portion of the building listed in this form shall be used except for access or exit from said portion.
- e. Doors must not be wedged open for any reason.
- f. Schools shall be vacated no later than 10:30 p.m. unless prior arrangements are made with the principal or designate.