
FORM – 4.18 APPLICATION FOR RENTAL/USE OF SCHOOL PROPERTIES

Please complete all sections of this form. Approval is subject to compliance with District policies.

1. Applicant Information

- **Name of Organization/Group:** _____
- **Contact Person:** _____
- **Phone Number:** _____ **Email:** _____
- **Mailing Address:** _____
- **Type of Organization:**
 - ☐ **Group A:** School/District Use, PAC, HGTA, CUPE
 - ☐ **Group B:** Non-Profit Group (e.g., service clubs, churches)
 - ☐ **Group C:** Commercial/Private Use

2. Facility Request Details

- **School Requested:** _____
- **Facility/Space Requested:**
 - ☐ Classroom
 - ☐ Gymnasium
 - ☐ Library
 - ☐ Cafeteria
 - ☐ Commons
 - ☐ Kitchen (see section below)
 - ☐ Other (please specify): _____
- **Date(s) of Use:** _____
- **Time of Use:** From _____ a.m./p.m. To _____ a.m./p.m.
- **Number of Participants Expected:** _____

3. Additional Facility Requirements

- **Kitchen Facilities:**
 - ☐ Use of refrigerator
 - ☐ Use of stove
 - **Note:** Use of fryers, freezers, grills, and other equipment is **prohibited**.
- **School Equipment Requested:** _____
(Subject to principal approval; fees may apply)
- **Tables/Chairs Required:** _____
(Additional fees may apply)

4. Insurance and Liability**Liability Insurance:**

- ☐ Certificate of Insurance attached (required for sports-related events).

Waiver of Liability:

I/We agree to indemnify and hold harmless the Haida Gwaii School District from all claims, demands, actions, and liabilities arising from the use of school facilities.

Applicant's Signature: _____ **Date:** _____

5. Terms and Conditions

- *Compliance with all Municipal Fire Regulations and Bylaws is mandatory.*
- *Tobacco, alcohol, and narcotics are strictly prohibited on school property.*
- *Facilities must be left in a clean and tidy condition. Damage to property will be the responsibility of the lessee.*
- *Adequate adult supervision must be provided at all times.*
- *Facilities must be vacated by 10:00 p.m. unless otherwise authorized.*
- *Access to facilities will be arranged with the school principal.*

6. Fee Structure

(Fees may be subject to custodial charges and additional deposits as required.)

Facility	Rate (Per Use)
Classroom	\$100.00
Cafeteria/Library/Small Gym/Commons	\$120.00
Gymnasium	\$200.00

- **Custodial Fees:** \$60/hour (*minimum 2 hours for weekend call-outs*).
- **Additional Charges:** For equipment, tables/chairs, and key deposits.

7. Approval Section (*For District Use Only*)

Principal Approval: ☐ Approved ☐ Not Approved

Signature: _____ **Date:** _____

Manager of Operations Approval: ☐ Approved ☐ Not Approved

Signature: _____ **Date:** _____

Secretary-Treasurer Approval (if required): ☐ Approved ☐ Not Approved

Signature: _____ **Date:** _____

8. Notes and Comments

Submit completed applications to the school principal or the Manager of Operations.
For summer rentals, contact the District Office directly.