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## 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**

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