

Elk Island Public Schools, 683 Wye Road hereby grants the permit holder (hereinafter called the Licensee), permission to use the Facilities as outlined, subject to the Terms and Conditions of the agreement contained herein and attached hereto all of which form part of this agreement.

Permit Holder:

Please read, sign, date & fax or email the Permit ASAP to confirm your booking.

For the safety of all children, the permit holder shall advise parents of minors in writing that they are required to ensure that the school is open and be certain that a coach or supervisor is present before departing. (No drop offs).

If extra preparation time is required for the booking (over and above the 15 minute allowable access time before and after the booking i.e. setting up chairs), this time is required to be requested and added to the length of the rental permit.

No special electrical services shall be allowed or provided to rental groups.

The use of school or gym equipment is strictly prohibited.

The main front entrance of the school shall be used unless otherwise specified. The entrance door may be locked after the booking start time to prevent unauthorized persons from entering the school.

To amend a rental permit - 72 hour notice is required (change fee is applicable).

To cancel a rental permit - 14 day notice is required (20% of rental will be charged on full or partial permit cancellations).

Fees are non-refundable if a group fails to provide adequate notice prior to revisions or cancellation of permit. Payment of accounts shall be made as outlined in the permit. Failure to do so may result in the cancellation of the use of the school facility. Payment of all contracts must conform to the department's payment policies, procedures and regulations.

All damages shall be immediately reported to the custodial contractor, and the cost of repairs shall be the responsibility of the rental group.

All groups shall be prepared to relinquish their allotted time, should the principal require the use of the school.

During the use and occupation of the premises, the lessee shall indemnify and save harmless the Board against any and all liability whatsoever resulting from injury or damage to any person, persons or property by reason of or as a result of the use and occupation of the premises directly or indirectly as herein set forth, or by reason of or as a result of the acts of it or its servants, agents, employees or workmen.

Supervisors shall:

1. Arrive at the school prior to the group.
2. Remain on premise until the last participant and visitor depart.
3. Ensure all participants & spectators remain in designated use area. Parent volunteers or coaching staff must ensure constant supervision.
4. Ensure that groups vacate the premise promptly when the contract time is up. Groups must not hold meetings or socialize in the hallways.

Visitors and Participants:

1. MUST remove street shoes in foyer upon entering the school.
2. MUST NOT leave children unattended.
3. Indoor, non-marking running shoes must be worn by participants utilizing the gymnasium.
4. Food and beverages are NOT allowed in gymnasiums.
5. Littering shall not be tolerated.
6. Alcohol shall not be served, consumed, or used in any manner in or on Elk Island Public Schools buildings or grounds.
7. Smoking & tobacco use is strictly prohibited in or on Elk Island Public Schools buildings or grounds.
8. Access to areas other than described in the rental permit, is strictly prohibited. Siblings of all participants must remain in the permitted use area.

9. School equipment, displays, materials etc., must not be tampered with.

ACKNOWLEDGEMENT:

I _____, have the authority to sign on behalf of the organization and/or individual as named on the contract. I have read and agree to these terms and conditions of use and will make every effort to ensure all participants abide by them. Further, I understand that failure to comply with any of the conditions may result in the loss of rental privileges within EIPS facilities and/or other penalties.

SIGNATURE: _____

DATE: _____