

CONSEIL SCOLAIRE ACADIEN PROVINCIAL FACILITIES USE AGREEMENT

Name of school	
Amenities needed	
Activity	(High risk activities need to be approved by SIP)
Date of activity	
Time of day	From : _____ To : _____

Information of organization :

Name of organization	
Name of person in charge	This person is 18 years of age or older yes no Person must be 18+
Address	
Telephone	

Keys required ?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Cleaning services required :	YES <input type="checkbox"/>	NO <input type="checkbox"/>
(The organization is required to leave the facility clean and in good condition).		

Proof of insurance needed :	YES <input type="checkbox"/>	Document attached <input type="checkbox"/>
(High risk activity, profit-oriented organization or permanent organization in school).		

CHECKLIST BEFORE LEAVING FACILITY

- Cleanliness of all facilities used _____
- All equipment used has been stored _____
- Showers (taps) _____
- Fire check (garbage cans and lockers) _____
- Lights turned off (schools) _____
- Doors locked (equipment room, offices, gym, school) _____
- Alarm system (reset) _____

AGREEMENT ON THE USE OF FACILITIES

- The user assumes all responsibility for the protection of school properties and is responsible to replace or pay for any damages incurred;
- The school reserves all rights to cancel or modify any activity with a 24 hour notice and will not be held responsible for any damages or losses incurred by a teacher because of this cancellation;
- There must always be one responsible adult present to ensure that the activities are conducted in an orderly manner;
- Usage of the facilities must be limited to those specified in the application;
- Parking is permitted in designated areas only;
- Smoking is not permitted in any area in the school or on any school grounds;
- Only sneakers leaving no markings or scuff marks are to be worn in the gymnasium if permission is given by the school to use this facility;
- All hockey sticks must have a plastic pallet or be covered with protective tape;
- Arrival and departure times indicated on the application form must be respected;
- The applicant and/or activity organizers may not hold the CSAP responsible for any injuries or damages to property resulting from usage of the facilities.
- The organization must have liability insurance of \$1 000 000 if the activity is considered high risk or if the organization is profit-oriented. Proof of insurance must be shown beforehand;
- Custodial services and/or security personnel will be established in consultation with the school principal;
- A teacher's ability of use the facilities may not be transferred to any other group or organization under any circumstances. A new application must be submitted for any additional group seeking usage of facilities.
- Any organization or group wishing to stay overnight must first make arrangements with the Director of Operations and must also fill out an application with the fire marshal.
- Tournaments: A janitor must be in the premises at all times for security reasons and to ensure everything is in order before classes resume.
- Gymnasium fees: a suggested rate of 50\$/hr for all profit-oriented organizations.

I certify that I have read, understand and comply to agree with the rules and regulations stated above and will ensure that they will be respected by my organization.

Signatures :	Date :
_____	_____
School principal	representative from the organization