



## School Use - Terms and Conditions

1. **New for 2022/2023 \*\*\*No Show Policy\*\*\*** is now in effect. The first two missed bookings, will result in a written warning and education. The third no show, booking privileges at that specific school gym will be revoked for one week (5 business days). If no shows continue this could result in gym privileges being revoked at the noted school gym for the remainder of the school year.
2. **Locked door policy** - Please note that school doors will remain locked. The custodian will allow access to the first person from your group, it will then be the groups' responsibility to have a door monitor in place. Please monitor the door during drop-off and pick-up times. All school doors must be closed and cannot be propped open. Groups could lose their school privileges if this occurs.
3. **Cancellation policy** - The Lessee must notify the City of Spruce Grove (COSG) Recreation & Culture Services of any cancellations as soon as possible as gym space is in high demand and schools need to notify staff. Consistently failing to do so may result in a loss of gym use.
4. **Weekend cancellation policy** - The Lessee shall be at liberty to terminate this rental agreement for any reason with notice of cancellation in writing supplied to City of Spruce Grove Recreation & Culture Services no later than **five (5)** business days prior to the date of use. Should the Lessee fail to provide five (5) days' notice of cancellation, COSG Recreation & Culture Services will retain or charge the entire rental fee.
5. The custodian(s) in charge of the building and their instructions **must** be followed.
6. **Gym use terms must be met during each rental:**
  - User groups are to remain in their designated areas (ie. Gymnasium) as stated on the rental contract.
  - Soiled and wet footwear must be removed when entering the school.
  - Only indoor shoes with non-marking soles must be worn in the gymnasium
  - Dismantle and return nets to designated area, in the same way they were found, if necessary.
  - No climbing or sitting on the bleachers when they are in the stored position.
  - Food and drinks are not permitted in the gymnasium, with the exception of water.
  - Alcoholic beverages are strictly prohibited in the school.
7. Lessees are expected to provide their own gym equipment with the exception of volleyball nets, basketball nets and badminton nets
8. **Rental Contracts** - User groups must adhere to the times listed on their facility rental contracts. Groups will not be allowed into the school prior to the time specified and must be out of the school at



the specified time. Therefore set up and take down of nets and standards must occur during booked time.

9. **School Activities** - Any activities taking place in the schools require pre-approval. Contravention of pre-approved activity may result in a suspension of user privileges. Use that is outside of the regular type of use must be approved by the individual schools. Please contact Recreation & Culture Services with this request.
10. **Facilities must be left in the same condition as they were found.** Groups neglecting this responsibility will be charged the custodial staff costs to clean up.
11. **Not permitted on school grounds** – This is a non-smoking facility. Smoking of any kind (including tobacco, vaping & cannabis, etc.) is not permitted on school property.
12. The lessor shall be at liberty to terminate this rental agreement for any extenuating circumstance. Notice of cancellation in writing will be supplied to the lessee.
13. **Person(s) signing the contract must be 18 years of age or over** and shall assume full responsibility for the function or program. The lessee shall maintain order within their group and provide proper supervision during the rental period. The lessee, on behalf of the group, shall assume responsibility for any loss or damage. Settlement regarding any damages occurring will be decided by the School Board.
14. **Liability:**

Continuous use: The Lessee shall obtain and keep in force for the term of this agreement such insurance with such coverage as may be necessary to enable the Lessee to carry out the Lessee's obligations to the city under this agreement. If required by the city, the Lessee shall provide the city with a Certificate of Insurance, in a form acceptable to the city, prior to the occupation or use of the facilities by the Lessee.

Insurance: The Lessee shall obtain and keep in force for the term of this agreement proof of liability insurance in the amount of \$5,000,000.00 (Policies must list Parkland School Division, Evergreen Catholic Separate School Division and the City of Spruce Grove as an 'additional insured'. Please provide a copy of proof of insurance to the City of Spruce Grove Recreation & Culture Services.

The Lessee \_\_\_\_\_ hereby agrees by signing below to the terms and conditions of this rental contract.

Signature:

Date: