

USE OF FACILITIES – PERMIT APPLICATION



(full policy can be found on horizon.ab.ca under board/policy manual)

This application must be received by the School principal, prior to the starting date of the permit.

Name of User (Individual/Organization) _____

If Organization, Name of Individual applying on behalf of Organization _____

Mailing Address _____

Telephone _____ **Email** _____

Name of facility that the user wishes to rent _____

Facilities Requested: Gymnasium Change Rooms Classroom(s)
 Cafeteria Computer Lab Library
 Other/Equipment (Please Specify) _____

Please note: Facilities are non-smoking, (possession, use, & distribution of illicit substances and/or alcoholic beverages are prohibited)

Purpose of Rental (Activity being undertaken) _____

Admission Fee: The User is NOT charging an admission fee for its participants
 The User is charging an admission fee to its participants to cover the Division's fees
 The User is charging an admission fee as a source of income

Number of People Attending _____ **Age range** _____

FOOD AND BEVERAGES WILL BE SERVED Yes No

If yes, describe _____

Date(s) _____

Time From _____ a.m. p.m. To _____ a.m. p.m. (NOTE: not to exceed 11:00pm)

Name of supervisor (must be over 21 yrs) who will be present during the activity _____

Supervisor Phone Work _____ Extension _____ Home _____ Cell _____

Please provide details on setup requirements _____

CONDITIONS OF USE:

Your cooperation is requested in observing the following regulations:

1. Groups using facilities are responsible for the conduct of all members of the group.
2. Users will be allowed to use only those facilities indicated on the application form and only during the times designated.
3. School equipment may be used only if indicated on the approved application form.
4. Users will be responsible for any damages.
5. Marking shoe are NOT to be worn in the gymnasium for sports activities.
6. Payment should be made prior to the use of the facility.
7. The user shall comply with Board policy including Policy JG Community Use of Facilities (located on www.horizon.ab.ca)
8. The User Group shall indemnify and save harmless the Owner from and against all claims, demands, losses, costs, damages, actions, suits or proceedings arising out of or in any way relating to the rental or use of the facilities under this Agreement. Without restricting the generality of the foregoing, the User Group shall be responsible for any loss or damage to the facilities, howsoever caused, arising out of the use or rental of the facilities under this Agreement.
9. The User Group WILL be required to provide the Owner with a Certificate of Insurance, in a form acceptable to the Owner, evidencing the coverage specified or requested by the Owner prior to the occupation or use of the facilities by the User Group.
10. The user accepts responsibility for any damages resulting during the facility use, including the cost of janitorial services should any be required following usage.
11. All use of facilities by users shall be automatically cancelled when facilities are closed due to inclement weather, or any other cause beyond the control of the Board

I hereby acknowledges/accepts the conditions and terms laid out in Policy JG: Community Use of Facilities.

Print Name: _____

Signature: _____

Date: _____

Office Use Only

Insurance: Users must have Liability Insurance coverage, Users engaged in low or medium risk activities who do not have access to liability insurance from other sources are covered by Horizon School Division. Those engaged in high risk activities (as per ASBIE Facility User Activities list) may purchase Liability Insurance from the jurisdiction's provider should they not have access to liability insurance from other sources. This coverage is only available for those activities listed as high risk. Those requesting to engage in excluded activities must provide insurance from another source.

Risk Level low or medium (User are covered by Horizon School Division's General Liability Insurance)

high (User must either request ASBIE Facility User Group Liability Insurance by submitting Attachment A (to be forwarded to the Associate Superintendent of Finance and Operations – see details in Appendix A and B or include a Certificate of Insurance with this application that contains a minimum \$2 million general liability and names insured as Horizon School Division)

excluded (User must include a Certificate of Insurance from their own insurance provider with this application that contains a minimum \$5 million general liability and names insured as Horizon School Division)

Category: 1 2a 2b

Facility Rental Fee \$ _____

Custodial Fee: _____ hours. x \$35/hr = _____
(# of Hours, minimum one hour) (Total Custodial Fee)

Principal requesting custodial fee be waived: Yes

Insurance Fee \$ _____

Damage Deposit: _____

NOTE: if additional custodial hours are required, or maintenance repairs are required, the user/group will be invoiced accordingly at \$35/hr.

TOTAL FEE: \$ _____
(Facility Rental Fee + Custodial Fee + Insurance Fee + Refundable Damage Deposit)

School Equipment Rental Details and Fee _____

Description of arrangement for gaining access to the facility (e.g. keys provided and to who, person responsible for unlocking and locking the facility): _____

Rental Approved Yes No

Principal Signature _____ **DATE** _____

Principal Comments: _____

Appendix B



**FACILITY USER GROUP INSURANCE APPLICATION
2015-2016 POLICY YEAR**

I hereby apply for Commercial General Liability Insurance with All-Sport Insurance Marketing Ltd. under the ASBIE Facility User Group Insurance Program for the limits and deductibles shown below.

Commercial General Liability Coverage		
Amount of Insurance	\$2,000,000	Per Occurrence for Bodily Injury and/or Property Damage
	\$250,000	Tenants Legal Liability, any one Premises, Broad Form
Deductible	\$500	Per Occurrence for Bodily Injury and Property Damage and Legal Expense combined

Voluntary Medical Coverage	
Amount of Insurance:	\$1,000. Any One Person
Deductible:	NIL

*****Note:** *Voluntary Medical Coverage not applicable to Sports Injuries* _____ Initials of Renter

If insurance is bound and a Certificate of Insurance issued by or on behalf of AllSport Insurance Marketing Ltd., I agree to promptly report any known or potential claim or action pertaining to this insurance (regardless of how insignificant it may appear at the time) to:

Lloyd Sadd Insurance Brokers Ltd. (Program Manager for ASBIE)
Suite 700, 10240 – 124 Street
Edmonton, AB T5N 3W6
Toll Free: (800) 665-5243
Phone: (780) 483-4544
Fax: (780) 484-5727
Email: Krystle Yaghi, CIP kyaghi@lloydsadd.com

Renter must fully complete this 2 page application and initial where indicated.

_____ Page 1 of 2
Initials of Renter

Name of School Board					
Contact Person			Phone		
			Fax		
Name of Renter (Applicant)					
Address of Renter					
Phone			Fax		
E-mail					
Name of Facility Used					
Expected Attendance					
Type of Activities and Specific Details of the Event					
Number of Days of the Event		(Date) From		(Date) To	
Hours of the Event					
Will alcohol be served?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, will it be free of charge?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, what controls are in place to limit consumption?					
	Special Event Liquor License must be provided prior to insurance being effective.				

Renter Signature			Date		
Print Name					
School Board Signature			Date		
Print Name					

NOTICE TO APPLICANTS

This application does not bind the Applicant, Lloyd Sadd or the Insurer, but it is agreed that this application will be the basis of the contract should a Certificate be issued, and it will be attached to and made a part of the certificate. The Applicant represents that if the information supplied on this application changes between the date of this application and the time when the policy is issued, the Applicant will immediately notify Lloyd Sadd of such changes. Please note that if payment is not received, any Certificate issued will be null and void.

LLOYD SADD INSURANCE COVERAGE CONFIRMATION					
APPLICATION REVIEWED BY			APPLICATION APPROVED BY		
MEETS FUG CRITERIA?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	DATE		
EFFECTIVE DATE OF COVERAGE			EXPIRY DATE OF COVERAGE		
COMMENTS					

Renter must fully complete this 2 page application and initial where indicated.

Page 2 of 2

 Initials of Renter

Community Use of Facilities Checklist

- Community member/group (user) requests use of facility
- Principal provides copy of policy to user
- User completes application
- Principal reviews application
- Principal determines need for janitorial services and determines fees
- User provides Certificate of Insurance, naming Horizon School Division as additional insured or requests (from own insurance provider or ASBIE coverage from Associate Superintendent (only for high risk and excluded activities))
- Principal approves application
- Principal sends application to Associate Superintendent F&O
- Principal contacts Facilities Manager to enable heat, if required
- Principal contacts custodian if custodial services required
- Principal invoices user
- User pays invoice
- Principal forwards fee to Associate Superintendent F&O
- User may request to preview facility (pre-possession walk through for damages)
- Principal arranges access to the facility (opens facility up or provides key)
- User accesses the facility
- Principal arranges for lock-up (if key provided, key is returned)
- Principal inspects facility for damages and confirmation of appropriate clean up
- If damage or clean-up is necessary, principal contacts Associate Superintendent (F&O) who contacts user
- Janitor invoices jurisdiction if required
- Associate Superintendent pays janitor's invoice