



Knowledge, Skills and Attitudes for Life

**Rainbow Lake School**  
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 Rainbow Lake, AB  
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 Cory Boudreau – Principal

**SCHOOL FACILITY USE AGREEMENT**

Name of Group:	Date:
Name(s) & Address of Supervisor(s):	
Telephone:	Email:
Event/Function:	Number of People:
Date(s) of Event/Function:	Time:
Equipment Required (please list)	

<b><i>Fee Schedule:</i></b>	<b><i>FOR OFFICE USE ONLY:</i></b>
School Opening/Closing Fee	\$20 per use
Gymnasium rental (non-profit)	\$15 per hour
Gymnasium rental (for profit)	\$45 per hour
Canteen Use (for food prep)	\$15 per hour
Custodial Fee	Based on activity
Total Fee Assessed →	

I have read the Rules Governing the Use of School Facility (on reverse) and agree to abide by and uphold the conditions of the Rental Agreement.

\_\_\_\_\_  
 Signature of Activity Supervisor

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Principal / A.D.

\_\_\_\_\_  
 Date

<b><i>FOR OFFICE USE ONLY</i></b>		
Staff Member Assignment:		
_____ Name	_____ Signature	_____ Date

# Rules Governing the Use of School Facility

## General:

Below are detailed rules governing the use of all school facilities by community groups/individuals. Compliance with these rules will be monitored by Division personnel. Failure to comply with any of the rules will result in immediate cancellation of this school use agreement.

## Reservations:

1. School functions shall have first claim to the use of the school and any agreements made with any community group/individual will be contingent on the needs of the programs of the school. Agreements may be terminated or altered in order to meet the needs of the school.
2. Rainbow Lake School is committed to supporting community recreation activities. In order to do so in the most effective way, a small rental fee will be applied to all gym rentals. This fee will cover compensation for any staff member tasked with opening the facility and providing assistance with rentals, custodial fees, a contingency fund to cover missing or damaged school property, as well as retaining a small fee to be donated to the RLKS athletics program, allowing more youth to become involved in recreation activities.
3. If custodial services outside of normal cleaning are required by the community group/individual, an hourly rate will be charged for the service.
4. Recreational and community-oriented rentals that fail to fit the description of "not for profit"(e.g. professional fitness training) are possible, but will be billed at an hourly rate of \$45.

## Use of Facility:

1. Adequate adult supervision (21 years of age or older) must accompany all community groups. The supervisor must be with the group at all times during the event. It is the responsibility of the supervisor to ensure that all participants remain within the designated area, that damage to the building or grounds does not occur and that all group participants leave the school on or before the end of the event.
2. Students should not be in the building after 9pm on days prior to an instructional day, unless the activity or time extension has been granted by administration.
3. Groups using the school for overnight activities must have a staff member staying with the group at all times.
4. Rubber soled, non-marking shoes must be worn at all times in the school. Outside footwear is not permitted.
5. Doors will not be propped open. An adult must be assigned to let members in.
6. The use of the school facility must be confined to the hours specified by the applicant on the agreement form.
7. The supervisor is responsible for any lost, stolen or damaged equipment or property.
8. The community group shall pay for any lost, stolen or damaged equipment or property.
9. The supervisor will ensure that the facility is clean and all equipment is returned to the proper location.
10. Under no circumstances shall alcohol, smoking, or vaping be permitted in or on school property.

## Liability:

1. The community group/individual agrees to assume full responsibility for the acts and conduct of all persons admitted to the event.
2. The community group/individual agrees to release Rainbow Lake School and the Fort Vermilion School Division from any and all liability to any person for any loss, damage, or injury to any persons or property incurred in or upon the premises during the rental period outlined in the agreement.
3. During the event, the community group/individual shall indemnify and save harmless the Fort Vermilion School Division from and against any and all liability whatsoever resulting from injury or damage to person, persons or property as a result of the use and occupation of the premises.
4. Additional insurance may need to be carried by groups/individuals using the facility as per the Fort Vermilion School Division guidelines. Community groups/individuals should be advised on the need for additional insurance coverage prior to the signing of this agreement.

## Miscellaneous:

1. A designated RLKS staff member will be responsible for providing assistance where necessary and for opening the doors for the community group/individual (or provide an acceptable means of entry) as agreed upon by the administration and supervisor.
2. School use agreements are not transferable.
3. Vehicle parking is permitted only in designated parking areas.
4. The capacity of the facility is not to exceed the capacity as determined by the local Fire Department.
5. All members of the group will immediately exit the school by the nearest exit upon the sounding of the fire alarm. Only when it is determined by the Fire Department will the group be permitted to re-enter the school.