

Grâce à mes racines,
mon avenir se dessine!



Conseil scolaire
Centre-Est

FACILITY USER APPLICATION

Name, address & phone numbers of the organization: _____

Organization contact person and numbers: _____

Nature of the activity: _____

Start date: _____ End date: _____

If recurring use, day(s) of the week required: Monday Friday
 Tuesday Saturday
 Wednesday Sunday
 Thursday

Equipment required: volleyball or badminton nets
 tables
 chairs
 protective floor covering (mandatory for use of chairs and tables)

Hour(s) of use: _____ Leasing fee collected: _____

Damage deposit collected _____ Monthly storage: _____

Signature of applicant: _____ Signature of ECFER representative: _____

Date: _____



Community Use of Facilities

General

The following sets out the rules and regulations associated with the use of board facilities by community groups and is considered an integral part of the facility user application. Failure to comply with these rules and regulations will result in immediate cancellation of this agreement by East Central Francophone Education Region No.3 (ECFER) and loss of all use privileges.

Reservations

ECFER gives first priority for use of its facilities to its schools. Any agreements made with outside organizations will be contingent on the needs of these two organizations and accordingly such agreements may be terminated or altered at any time. Priority will also be given to organizations, clubs and associations that serve ECFER's student population. ECFER further reserves the right to revoke agreements and preclude the use of its facilities and/or equipment where it feels it is in its best interests to do so.

User Responsibilities

General

- Profane language or disrespect of ECFER property and/or representatives will not be tolerated.
- Protective floor coverings are mandatory for all activities requiring use of tables and/or chairs.
- All groups using the gymnasium for sports activities or any other activity where the protective floor covering has not been installed will require its participants to wear clean rubber-soled, non-marking footwear.
- Smoking and/or alcohol are strictly prohibited on the premises.
- ECFER assumes no responsibility for property left on its premises by the applicant.
- ECFER representatives shall have full access to the premises at all times.
- If applicable, installation or use of all scenery, special effects, props, etc. requires prior approval by ECFER.

Facility user application and fee payment

- All user groups must sign a Facility User Application.
- The applicant must be a minimum of 18 years of age at the time of application.
- The signed agreement, including payment of fees (see user fees section below) and proof of insurance (see liability and insurance section below), must be received by ECFER at least 5 working days prior to the use date.
- Fees are payable in full at the time of application, unless otherwise agreed to by ECFER.
- Facility User Applications and respective fees are not assignable or transferable.



Supervision

- Proper adult supervision must be provided by the applicant at all times during the use period.
- The supervisor(s) shall ensure compliance with the user agreement provisions.
- The supervisor(s) shall ensure that its participants remain within the designated rental area, and that no participants remain on the premises at the end of the rental period.
- The supervisor(s) shall refuse entry to any unauthorized persons or expel those participants not respecting the rules and regulations set out in this agreement.

Fire regulations

- The applicant must ensure that occupancy of the facility does not exceed fire regulations during the rental use period.
- The applicant agrees to review fire alarm procedures prior to occupancy of the building and to ensure that supervisory personnel are properly informed as to the required procedures in the event of a fire alarm and/or fire.
- If applicable, all scenery, special effects, props, etc. must be erected in a manner satisfactory to the fire marshal.

Insurance and liability

- The applicant assumes full responsibility for all activities and/or conduct carried out by any individuals admitted to the premises and acknowledges that the directors and/or organizers of its organization, if not incorporated, may also be held personally responsible.
- The applicant and/or its organization shall indemnify and hold harmless ECFER from and against any and all liability from injury and/or damage to any persons or property resulting from the use of ECFER's premises.
- All damage and/or accidents during the rental use period must be reported immediately to ECFER.
- At the time of application, the applicant must supply a Certificate of Insurance from their insurance broker for General Liability Insurance in the amount of \$2 million, **naming ECFER as an additional insured** on the policy.



Cleaning requirements

- The following tasks must be completed by the users after each use:
 - Bathrooms and changerooms:
 - Check for forgotten items.
 - Pick-up garbage and put cans/bottles in recycle bin.
 - Sweep and mop floors if necessary.
 - Flush toilets and urinals and clean up any messes.
 - Wipe counters if necessary.
 - Gym and foyer:
 - Check for forgotten items.
 - Pick-up garbage and put cans/bottles in recycle bin.
 - Sweep and mop floors if necessary.
 - When tables and chairs have been used, wipe them down if necessary.
- Failure to perform the above noted tasks will result in caretaker fees of \$25/hour being deducted from the damage deposit. Additional fees will be charged where damage deposits are insufficient to cover those costs.