

Form 547.1 Facility Utilization Agreement Form



Lloydminster Catholic School Division

Name of organization: _____

Contact person: _____ Telephone No. _____

Email Address: _____

Address: _____

Program Duration: _____ to _____

Number of Sessions: _____

Date(s) & Time of Activity: _____

Facility spaces to be utilized: _____

Purpose of Program (Activity): _____

Insurance Provided:

Payment Attached: Cheque

E-transfer to: lcsdfinance@lcsd.ca

Facility Utilization Agreement

IT IS HEREBY UNDERSTOOD AND AGREED that _____

(Organizational Representative)

representing _____ will ensure prompt

(Organization)

payment of all Lloydminster Catholic School Division invoices and will be held financially responsible for

the loss or damage to equipment or facility during the rental period(s) and ensure that all

participants and guests adhere to the conditions listed in appendix A.

Organizational Representative

Principal / Designate

Date: _____



LCSDF School Facility – Conditions

1. Any group requesting use of the facilities must name a designated representative who has been given the authority to act on behalf of the organization and to appoint responsible adult supervisors for each activity and all spectators.
2. Lloydminster Catholic School Division insurance covers only school-related activities. All groups are required to provide their own liability and accident insurance, via insurance broker or through the following link <https://ssba.instantriskcoverage.com/login>
3. Users shall assume responsibility for any loss or damage of property or equipment.
4. The rental fee shall be levied if notification of cancellation is not provided in writing, during school hours. A minimum of 24 hours notice, prior to the scheduled time for the activity, is also required to cancel billing.
5. LCSDF's preferred payment for facility rentals is E-transfer. Submit E-transfer to lcsdfinance@lcsd.ca and include name of organization and school rented within the message. LCSDF is setup for autodeposit.
6. Non-marking running shoes are required for all athletic activities involving the use of the gymnasium. No street footwear is permitted in the gymnasium without arrangements for appropriate floor covering.
7. The public is expected to remove outside footwear.
8. All groups are responsible for their own First Aid kits.
9. All groups must realize that bookings may have to be altered in accordance with school priorities if 48 hours notice is given to concerned parties.
10. All schools are smoke-free facilities as per Lloydminster Catholic School Division policy. There will be no smoking permitted in the schools or on the grounds.
11. Alcoholic beverages, prescription and non-prescription medication, or illicit drugs are not permitted in the school building or on school property.
12. Food/drink is not permitted in the gymnasium. Groups shall indicate on the rental form if they are requesting permission to serve food/drink in the facility. Such requests are subject to the approval of the school principal.
13. Classrooms, laboratories, offices, supply rooms, staff room, and all other parts of the building not specifically designated as part of the rental agreement are not to be used or entered whether locked or not.
14. Arrangements to open and close the school shall be made with the school principal or designate.
15. The group shall be responsible for clean-up following use of the school facilities. Additional charges for janitorial services shall be assessed to the organization if additional work is necessary to return the facility to the accepted standard.
16. In cases of groups being disallowed use of the school facilities, a written appeal may be made to the Director of Education or designate. The Director will make a decision as to whether they may be able to use the facility.
17. All usage of Lloydminster Catholic School Division facilities will be prepaid unless an on-going agreement or facility use exists; where upon a monthly invoice may be issued.