

Name of School	
Facilities Required	
Activity	
Date(s) of Activity	
Time	From: _____ To: _____
Name of Organization	

Representative of Organization designated to be in charge of this group is:

Name	
Address	
Telephone	

Janitorial Services Required:	YES	NO
Rate for Regional Centre Staff: As advised by Property Services and to be paid to AVRCE.		
Rate for Contracted Custodial Staff: As negotiated with the Contractor and to be paid directly to the Contractor.		

<b>Facility Use Fee</b>	<b>\$</b>	<b>Janitorial/Incremental Cost</b>	<b>\$</b>
		<b>Total</b>	<b>\$</b>

Use Fee Charged Represents: Full Charge  Regional Centre Portion Only  No Charge

Fees and janitorial/incremental costs are payable in advance of activity and **MUST** accompany the Contract.  
Cheques for fees are to be made payable to the school.  
Cheques for Regional Centre janitorial or incremental costs are to be made payable to the Annapolis Valley Regional Centre for Education and forwarded to the Finance Department.

<b>Certificate of Insurance</b>	Not Required <input type="checkbox"/>	Attached <input type="checkbox"/>
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**User Agreements**

In consideration of the use of the premises, the User through its designated signatory to the agreement agrees that

- ▶ The Regional Centre does not carry any insurance for the benefit of the User or its individual members.
- ▶ The User group members present are jointly and severally liable to the Regional Centre for any damage caused to the school property by their use of the premises; and,
- ▶ The Regional Centre is not liable for any injury, loss or damage to any member of the group by any cause whatsoever during their use of the premises except such caused solely by the negligence of the Regional Centre.
- ▶ The user and all participants will adhere to all applicable Regulations as printed on page 2 of this Contract.

<b>Signatures:</b>	Date: _____
_____	_____
School Principal	For The User

Regulations:

1. Approval of access to the school buildings is the responsibility of the school principal or designate.
2. Detailed agreement and approval for use of facilities must be made through the school principal or designate, who will collect and submit fees payable to the school.
3. Activities must be under the supervision of the person/persons deemed to be responsible in the opinion of the principal/designate.
4. It is the user group's responsibility to grant access only to their participants and to keep the building secure at all times.
5. Groups using the school facilities shall confine activities to the facilities designated and the associated corridors, entrances and washrooms. All other areas are out of bounds.
6. When schools are closed due to inclement weather, all activities will be cancelled unless specific arrangements are made with the principal. When schools are closed after the normal school day, all activities must cease and everyone must leave the premises immediately.
7. Alcoholic beverages and/or smoking will not be permitted on school premises at any time.
8. Use of school facilities during Christmas, March Break, and the summer must be scheduled with the consideration of cleaning and repairs. Principals must consult with the Property Services Division or private operator before any bookings are approved.
9. All applications for continued use of schools must be made each year to the principal.
10. All individuals/groups are responsible for ALL damages to school facilities during their activity and must immediately report any damage or incident which may occur.
11. Use of cafeteria kitchen facilities may require the presence of appropriate cafeteria personnel. Any cost associated with this presence will be the responsibility of the user.
12. Computer equipment may only be used under the supervision of Regional Centre staff or person approved by the Regional Centre's Coordinator of Information Technology.
13. All facility users must adhere to the local waste management requirements and are responsible for the proper separation of any waste generated.
14. All facility users are responsible to ensure that appropriate arrangements have been made to perform any necessary cleanup resulting from their activity.
15. All users of the facility must be aware and comply with fire regulations while using school buildings.

**Initials:** \_\_\_\_\_  
For the User