



As a publicly funded organization and supporter of youth and community programs, Saskatoon Public Schools is prepared to make its property and facilities available for use by community or not-for-profit organizations, groups of School Division employees, and by partners in education on a regular or intermittent basis provided the rental activity does not negatively impact upon the primary purpose of the Board's facilities – the education of students. High priority will be given to youth-oriented groups while lower priority will apply to adult-oriented groups.

Saskatoon Public Schools recognizes that alcohol may be made available as part of a School Division sponsored event. A written request is required for approval by the Director of Education or designate at least 30 days prior for any event where alcohol will be served. Upon approval the requesting party must fill out a special rental form available at the Saskatoon Public Schools Rental Department. All provisions of the Saskatchewan Liquor and Gaming Authority and applicable laws of the Province must be followed. See School Division special events section of this guide.

Rental rates will be determined on an incremental cost basis, where incurred, for school, youth and community programs and at or near full market rates for all other programs or uses. In general, the Board will not rent facilities to commercial, profit-oriented entities or individuals or to groups for private social parties. Facilities may be rented at a rate designed to at least recover the Board's operating costs or, if possible, at full market rates commensurate with the age and condition of the facility being rented.

Permits are issued in accordance with regulations and a fee schedule set by Saskatoon Public Schools. The Rentals Clerk and the members of the administrative staff are required to observe these regulations and rental charges. However, since the requests for the rental of School Division facilities vary widely in nature, Saskatoon Public Schools grants to the Superintendent of Facilities limited discretionary power in dealing with unusual circumstances where the regulations may not apply.

Liability: the renter shall protect, indemnify and hold harmless Saskatoon Public Schools from and against any and all claims and expenses in connection with:

- i. any loss or damage to person or property arising out of the use of the premises by the renter or any third party allowed by the renter to enter the premises; and
- ii. Saskatoon Public Schools shall not be liable or in any way responsible to the renter in respect of any injury, loss or damage to persons or property occurring on the premises to the renter or any other person however caused except to the extent of the Saskatoon Public Schools actual insurance recoveries in respect thereto; and
- iii. The renter agrees not to do, or permit to be done, upon the rented premises anything which may make void or voidable any insurance on the building against fire or other risk or casualty usually insured against or which may cause any additional or increased premium to be payable for such insurance. If additional or increased insurance premiums become payable by reason of the renters failing to comply with this subsection the renter will pay to Saskatoon Public Schools the amount of such increase in insurance premiums.
- iv. The renter shall be responsible for any insurance of the renters' property or the property of others stored within a Saskatoon Public School.

Insurance: The renter shall maintain general liability insurance in an amount not less than \$2,000,000.

Saskatoon Public Schools will endeavour to provide quality rental service to parties using school facilities. Caretaking service will be provided. Temperature and ventilation will be regulated to suit the needs of the users. A school telephone may be available by arranging with the caretaker. Kitchen facilities may be used with the approval of the School Principal. In return, Saskatoon Public Schools expects that users will take good care of the buildings, will provide supervision of those who use it, and will not make unreasonable demands upon the caretaker. Saskatoon Public Schools welcomes suggestions for improvement of its rental services.

APPLICATION FOR USE OF FACILITIES:

Authority to make schools available for use outside schools hours (after 6:00 p.m.) is vested in the Superintendent of Facilities. All matters related to rentals should be directed to the Rentals Clerk as an initial point of contact.

1. Applications for the use of all buildings shall be made in writing on approved forms to the **Rentals Clerk, Maintenance and Operations, Saskatoon Public Schools, 105 Avenue G South, Saskatoon, Saskatchewan, S7M 1T8**. Approval of all applications must be confirmed with the Rentals Clerk. Telephone calls must be confirmed with Rental Application Forms, or else they will not be honoured.
2. Applications for Theatre use shall be made in writing to the Rentals Clerk as above.
3. Applications must be made at least two weeks in advance of the rental date.
4. Applications for all rentals shall be signed by a person 18 years of age or older, who personally or on behalf of the organization undertakes to pay the required rental fee and to abide by the rental regulations of Saskatoon Public Schools.
5. Applications may be cancelled by the applicant up to 7 business days before the rental time without penalty. If, however, a rental is cancelled during the last 3 business days before the rental time, the applicant is expected to pay the incurred expenses.
6. Saskatoon Public Schools reserves the right to refuse any application for the use of school buildings or school grounds.

SCHOOL DIVISION SPONSORED EVENTS

Saskatoon Public Schools recognizes that alcohol may be made available as part of a School Division sponsored event when the primary purpose of the activity where alcohol is to be served is to provide the opportunity for socialization and professional interaction that further contributes to the stated goals of the division with its staff, stakeholders and the greater community or where the Director of Education or their designate deems it to be appropriate to the occasion. The Division also recognizes that there may be appropriate request from other stakeholders to serve alcohol as part of their rental activity.

Procedures

1. *Prior approval by the Director of Education or their designate is required for any event where alcohol will be served at least 30 days prior to the event taking place. Application for permission to serve alcohol available at the Saskatoon Public Schools Rental Department.*
2. *Upon approval from the Director of Education or their designate, the requesting party must fill out the special rental form available at the Saskatoon Public Schools Rental Department.*
3. *The renting groups designated contact is fully responsible for ensuring that any and all provisions of the Saskatchewan Liquor and Gaming Authority and any other applicable laws of the Province are followed.*

Restrictions

- *Only approved events sponsored by Saskatoon Public Schools, School Community Councils, Community Associations or other organizations deemed appropriate by the Director of Education or their designate will be allowed to serve alcohol in or on School Division property.*
- *Alcohol shall not be served while Saskatoon Public School students are in class or during a school or division sponsored activity which involves school aged students that are in attendance, unless authorized by the Director of Education or their designate.*
- *During recognized school days any approved event in which alcohol is served shall be completed by 10:00pm to allow for the space to be made ready for students the next day. If there is a bona fide reason for a longer duration approval from the Director of Education or their designate is required. This time restriction does not apply to the Education Center.*
- *Weekend events which include the consumption of alcohol shall be limited to the times as stated in the Rental Guide-Regulations Governing the Rentals of Saskatoon Public Schools Facilities. Any exemption to these hours shall be approved by the Director of Education or their designate.*
- *All rental applications must be made in person to the rentals office. Under no circumstance will e-mailed or faxed applications be considered. The requirement of in person*

application does not apply to School Division sponsored events.

- *The storage of alcoholic beverages in schools is forbidden and must be removed upon completion of the event.*

PERMITS:

Where staff members of staff organizations wish to make such use of the gymnasiums, auditoriums, and waiting rooms, they are expected to make arrangements with the school principal well in advance and to notify the Rentals Clerk in the Maintenance and Operations Department so there may be no conflict with other rentals. All activities within the school must be covered by a rental permit.

1. Permits authorizing the applicant to use school buildings will be issued by the Rentals Clerk.
2. Permits are valid only on the dates and for the time shown on the permit, and apply only to the space referred to on the permit.
3. Saskatoon Public Schools through its designated official may cancel or revoke a permit any time it has been established that rental regulations have been violated by the renting party.
4. Permits are issued with the understanding that the needs of the school take priority over the needs of renting parties. If the school should require the building for unforeseen circumstances, the Rentals Clerk in consultation with the School Administrator, may change or cancel the permit to accommodate the needs of the school. In cases of cancellation, Saskatoon Public Schools shall not be liable for claim by the renting party for damages or reimbursement on account of loss or expense.
5. Permits are issued with the understanding that the applicant shall assume full responsibility for payment of the rental charges specified in the permit and for damage beyond normal wear that may result from the use of the building.
6. Seasonal permits covering regular weekly or monthly rentals throughout the year will be issued as early in September as possible after the principal has determined the school's programming of the building after school hours.
7. Permits for the use of school facilities for church services will be issued annually in September. Permission to use schools as regular meeting places for church services beyond a period of one year must be given by Saskatoon Public Schools in the form of a negotiated contract between Saskatoon Public Schools and the church.
8. Permits are issued to organizations planning to sell admission tickets only on condition that City of Saskatoon or provincial regulations governing such ticket sales and taxes thereon have been observed. Failure to do so will lead to a revoking of the permit.

SUPERVISION:

1. Supervision of all activities is required in the areas occupied during the rental period. This includes but not limited to areas such as entranceways, commons areas and any other part of the school open to the Public during the rental period. The provision of such supervision is a condition of granting permission to use the school.
2. Supervision must be provided by the rental party and the supervisor must be 18 years of age or older.
3. A caretaker will be on duty at all times during rentals arranged by the Rentals Department. He or she will have general responsibility over the use being made of the school, and will ensure that everything has been arranged for the convenience of the user and that the building and its facilities are not damaged by the user.
4. The caretaker on duty or another adult designated by Saskatoon Public Schools shall be in charge of the rented premises. The caretaker's instructions regarding the use and care of the building must be followed.
5. If it is necessary for a caretaker/rental caretaker to be on duty during the use of the school outside of school hours for school-sponsored activities, the principal shall arrange for an adequate number of staff members to provide the required supervision.
6. **In general, rental caretakers shall be used and applicable rates paid by the renter when permanent caretaking staff are not available. The only exception may be related to school activities. See 5 above.**
7. It is expected that the supervisors in charge of the activity for which the rental has been made will arrive on the premises 15 minutes before the activity begins. If supervision has not arrived 15 minutes after the rental is scheduled to begin, the caretaker has the authority to send the participants home.
8. It is strongly suggested that renting parties engage the services of the Canadian Corps of Commissionaires, or other acceptable security personnel, where control of participants may become a problem.

SERVICES PROVIDED:

1. In general, school buildings may be rented between 6.00 p.m. and 10:15 p.m. on school days and between 9:00 a.m. and 9:00 p.m. on days when the schools are not in session.
2. If a school building is not being used for school activities between 4:15 p.m. and 6:00 p.m. on school days, it may be rented for use by organized children's groups with the approval of the principal.
3. Rental times shall be stated on the permit. A caretaker will be on duty one-half hour before the time stated on the permit and will have the space ready and the entrance door unlocked to allow the users to come into the building. **The closing time stated on the permit is the time by which the building is to be vacated. Persons staying beyond that time are expected to pay an additional rental fee to cover the extra costs incurred. Rental charges shall be based on time required for the caretaker and shall include preparation time before the rental and clean-up time following the rental.**
4. Heating and ventilating controls are regulated by the caretaker.
5. Instructional areas, including Learning Resource Centres, where valuable equipment and materials are located, or where children's or teachers' work is displayed, may be rented only with the permission of the principal.
6. Storage facilities are not normally provided for materials owned or used by renting parties, and if storage of such items is permitted by the principal, Saskatoon Public Schools assumes no responsibility for loss or damage.
7. Equipment and kitchen materials owned by the Home and School Association may be used only with permission of the Association.
8. Elementary school equipment shall not be used without authorization of the principal. Tables, chairs and other furniture shall not be moved from one area of the school to another without the approval of the principal.
9. Collegiate facilities do not lend out equipment. Tables, chairs and other furniture shall not be moved from one area of the school to another without the approval of the principal.

RENTAL CHARGES:

1. Rental fees are charged in accordance with a schedule set by Saskatoon Public Schools. The Rentals Clerk and the principal have no authority to waive or reduce them. Only the Superintendent of Facilities has limited authority in this regard.
2. The rental fee specified in the permit is the total fee payable to Saskatoon Public Schools if the conditions of the permit are met. If a user extends the rental beyond the specified time, an additional charge will be made. Rental charges shall be based on time required for the caretaker and shall include preparation time before the rental and clean-up time following the rental.
3. Any charges made by the principal for the use of school equipment are payable to the principal. Any charges made by outside agencies that supply equipment or services are payable directly to those agencies.
4. **Rental accounts are payable at the Accounting Office-located in our Education Centre, 310 21st Street East, Saskatoon, SK, S7K 1M7. Cheques issued in payment should be made payable to Saskatoon Public Schools and must include the rental permit number. Payments will not be accepted at 105 Ave G.**
5. Rental fees are due and payable at the conclusion of the rental unless arrangements have been made for monthly billing of accounts. However, an applicant whose credit has not been established may be required to pay the fee in advance. Accounts overdue will forfeit rental privileges.
6. Costs of commissionaires, police personnel, door-keepers, electricians, stage hands and the like, required by the user are an additional charge, and must be borne by the user.

EXPECTATIONS OF RENTERS:

1. Parties using the schools after school hours are expected to exercise care of the building and its equipment, to refrain from willful damage and damaging walls by using pins or nails.
2. **No tape of any kind can be used on walls or floors.**
3. Suitable gym shoes must be worn for all gymnasium activities. Shoes which leave marks of any color on the gym floor must not be worn. Black rubber balls, outdoor softballs, baseballs and taped wooden hockey sticks are not permitted in school gymnasiums. The use of batting machines and bats are not permitted without prior approval of the Rental Supervisor.
4. School premises are to be left tidy by the party renting the school. Waste materials are to be collected and placed in containers provided by the caretaker.
5. The user is held responsible for breakage and damage beyond normal wear and tear. Following each rental, the caretaker on duty shall inspect the premises, report to the Rentals Clerk and Principal on any damage or improper use of facilities, and shall leave the rented area ready for subsequent use.
6. Seating in auditoriums is limited to the capacity specified by the Saskatoon Fire Department. Aisles and doorways are to be kept clear and free of obstructions.
7. In schools where the community and/or Leisure Services Department have purchased major equipment to supplement school equipment, each shall cooperate in making the equipment available to the other. (e.g. gymnastics equipment).

RESTRICTIONS:

1. Although school buildings may be rented to users where bingo, raffles and other games of chance may form all or part of the program, it is expected that the activities carried on shall not be offensive to the school or community, or be in conflict with the laws of the land.
2. Smoking is not permitted in Saskatoon Public Schools' buildings or on school property at any time.
3. The consumption of alcoholic beverages in school premises or on school property is forbidden *with the exception of Saskatoon Public Schools approved sponsored events.*
4. Lighted candles are not permitted.
5. Paper decorations are permitted only in accordance with fire regulations.
6. Christmas trees may be placed only in locations approved by the Saskatoon Fire Department. All Christmas trees must be artificial and flame-proof.
7. The caretaker on duty or another adult designated by Saskatoon Public Schools shall be in charge of the rented premises. The caretaker's instructions regarding the use and care of the building must be followed.
8. No structure shall be erected by users in school buildings or on school property without the approval of the Superintendent of Facilities.
9. The loading of electrical circuits beyond their rated capacity is forbidden. No electrical circuit or electrical controls shall be changed.

Keys to the building are not given to parties renting the school.

10. Vehicle traffic on school grounds is prohibited except in approved parking areas. If, for the purposes of servicing the premises or making deliveries to schools, a motor vehicle must enter school grounds, it shall be driven on school property only when adequate precautions are taken to ensure safety for anyone who may be in or near the path of the vehicle. Saskatoon Public Schools authorizes the City of Saskatoon Police Department to take appropriate action with anyone who contravenes the foregoing regulation.
11. Dances open to the public at large are not permitted. School dances are the responsibility of the school principal, and if permitted, are regarded as school activities conducted under school regulations. Dances sponsored by controlled membership groups and intended primarily for the membership are treated as other rentals.
12. The applicant will protect, indemnify and save harmless Saskatoon Public Schools from all claims for damages that may arise from damage to school property, injury to persons, evasion of taxation responsibilities, infringement of royalty rights and copyright, slander, sedition or subversion, or other such claims which may occur as a result of activities or programs during rentals.
13. Admission fees may be charged if stipulated in the permit. The collection of such fees is the responsibility of the renter.
14. The displaying of advertising related to the rental is generally forbidden on the school building or grounds.
15. Only qualified School Board personnel may use stage lighting.
16. *Theaters are not available for rent during the summer months.*
17. Any use of the school's audio-visual equipment shall require the authorization of the principal.
18. **Saskatoon Public Schools do not allow private parties, such as weddings, anniversaries, birthday parties, etc.**

Saskatoon Public Schools No. 13
Rentals Department
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Saskatoon, Saskatchewan, S7M 1T8
Rentals Direct Telephone 683-8218 Fax 657-3968