

# Rental Application Form

105 Avenue G South  
 Saskatoon SK S7M 1T8  
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<b>Group Name:</b> _____	<b>Type of Activity/Function:</b> _____ Please Circle: <b>Adult / Youth</b>
<b>Facility to be Rented (School):</b> _____	
<b>Space Requested:</b> _____	
<b>Number of Chairs Required:</b> _____ <b>Tables:</b> _____	
<b>Air Conditioning if available:</b> Yes _____ No _____ <b>Additional charges will be applied for air conditioning.</b>	
<b>Other Requirements:</b> _____	
<b>Date(s) Required:</b> _____ to _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <span>Month/Day/Year</span> <span>Month/Day/Year</span> </div>	
<b>Day -</b> <u>M</u>   <u>T</u>   <u>W</u>   <u>T</u>   <u>F</u>   <u>S</u>   <u>S</u>   <b>Time:</b> AM/PM _____ to AM/PM _____	

- School or school related activities will normally have priority over all RENTAL activities.
- **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.**
- 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
- 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.
- Saskatoon Public Schools reserves the right to refuse any application for the use of school buildings or school grounds.
- 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.
- Permits are issued with the understanding that the applicant shall assume full responsibility for payment of the rental charges specified in the permit.
- Supervision of all children activities is required in all areas occupied and accessible by the renting party, and the provision of such supervision is a condition of granting permission to use the school. Supervision must be provided by the rental party and the supervisor must be 18 years of age or older.
- 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.

- 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.
- **The closing time stated on the permit is the time by which the building is to be vacated.**
- Elementary school equipment shall not be used without authorization of the principal. 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.
- 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.
- The rental fee specified in the permit is the total fee payable to the Saskatoon Public School Division 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.
- 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.
- Parties using the schools after school hours are expected to exercise care of the building and its equipment, to refrain from willful damage and to refrain from damaging walls by using pins or nails. **Tape of any kind cannot be put on the floor or walls.**
- 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, softballs, baseballs, hardballs, and taped wooden hockey sticks are not permitted in the school gymnasiums. Batting machines and bats are forbidden without permission from the Rentals Office.**
- 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.
- The user is held responsible for breakage and damage beyond normal wear and tear.
- 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.
- The displaying of advertising related to the rental is generally forbidden on the school building or grounds without the school Principal's approval.
- Saskatoon Public Schools do not allow private parties, such as wedding, anniversaries, birthday parties, etc.
- **The consumption of alcoholic beverages or smoking on school premises or school grounds is strictly forbidden.**

( A copy of the Facility Rentals Guide is available upon request )

Applicant Name: _____ For Profit? Yes ___ No ___ # _____ Address: _____ Postal Code: _____ Contact Numbers: (H) _____ (W) _____ (Cell) _____ (Fax) _____ E-Mail _____
Alternate Applicant Name: _____ For Profit? Yes ___ No ___ # _____ Address: _____ Postal Code: _____ Contact Numbers: (H) _____ (W) _____ (Cell) _____ (Fax) _____ E-Mail _____

By signing this rental application form, the applicant agrees to abide by all the conditions of rental stipulated on the rental form and the Facility Rental Guide.

Date \_\_\_\_\_ Applicant Signature \_\_\_\_\_  
*(Written signature required above, or application will not be processed)*