

RENTAL GUIDE

SASKATOON PUBLIC SCHOOLS

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.

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.

Reservations 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.

Saskatoon Public Schools will endeavor 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. Kitchen facilities may be used only with the written approval of the School Principal. In return, Saskatoon Public Schools expects that users will take good care of the buildings, 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.

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 reserves the right to require the renter to provide proof of general liability insurance in the amount of \$5,000,000.
- v. Proof of insurance must be available upon request. Waiver conditions must be accepted during the application process.

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. Reservations will be made online through www.sakschoolrentals.ca . All applications will be routed to the rentals clerk for approval to rentals@spsd.sk.ca . **Rentals Clerk, Maintenance and Operations, Saskatoon Public Schools, 105 Avenue G South, Saskatoon, Saskatchewan, S7M 1T8. PH 306-683-8218.**
2. Reservation approvals/denials will be confirmed by email. A confirmation reservation number will be issued.
3. Applications for Theatre use shall be made on line. The applicant will be contacted to meet with the Rental Supervisor before the approval of the request.
4. Applications must be made at least **two weeks** in advance of the rental date.
5. Applications for all rentals shall be made 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. Waiver form must be agreed upon in order to reserve a space.
6. **Applications may be cancelled by the applicant up to 7 business days before the rental time without penalty. Penalties will be incurred within 7 days from the rental date.**
7. Saskatoon Public Schools reserves the right to refuse any application for the use of school buildings or school grounds.
8. Applicants may not necessarily be able to be accommodated in the school of their choice.

CANCELLATION POLICY

Applications may be cancelled by the applicant up to 7 business days before the rental time without penalty. Any cancellations within the 7 day period will be assessed a penalty equal to 100% of the rental.

RESERVATIONS

Saskatoon Public School staff who wish to make such use of a school 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. **Reservations confirmations 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 reservation 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**

2. Reservation confirmation authorizing the applicant to use school buildings will be issued by the Rentals Clerk.
3. Reservations are valid only on the dates and for the time shown on the confirmation, and apply only to the space referred to on the confirmation.
4. Saskatoon Public Schools through its designated official may cancel or revoke a reservation any time it has been established that rental regulations have been violated by the renting party.
5. Reservation confirmations are issued with the understanding that the applicant shall assume full responsibility for payment of the rental charges specified in the confirmation and for damage beyond normal wear that may result from the use of the building.
6. Seasonal reservations covering regular weekly or monthly rentals throughout the school calendar 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. Reservations for the use of school facilities for church services must be submitted on line. 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. Reservation confirmations are issued to organizations planning to sell admission tickets only on condition that all applicable laws are followed. Failure to do so will lead to a revoking of the reservation.

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. 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.
7. 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 10:00 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 4:30 p.m. and 6:00 p.m. on school days, it may be rented for use by organized children's groups with the written approval of the principal.
3. Rental caretakers shall be used when permanent caretaking staff are not available.

4. Rental times shall be stated on the confirmation. A caretaker will be on duty one-half hour before the time stated on the reservation confirmation and will have the space ready and the entrance door unlocked to allow the users to come into the building.
5. **The closing time stated on the reservation confirmation 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.**
6. Heating and ventilating controls are regulated by the caretaker.
7. Instructional areas, including Learning Resource Centers, where valuable equipment and materials are located, or where children's or teachers' work is displayed, may be rented only with the written permission of the principal.
8. Equipment and kitchen materials owned by the school or school community councils may be used only with permission of the school or councils.
9. Elementary school equipment shall not be used without written 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.
10. 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 written approval of the principal.
11. Approved furniture cannot be taken outside.

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 confirmation is the total fee payable to Saskatoon Public Schools if the conditions of the reservation confirmation are met. If a user extends the rental beyond the specified time, an additional charge will be made.
3. **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. 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.
5. **Rental accounts are payable on-line by Visa/MasterCard. All other types of payment transactions such as Debit, Cash payments or Cheques will be accepted 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 reservation number. Payments will not be accepted at 105 Ave G South.**
6. 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.

EXPECTATIONS OF RENTERS

1. Parties using the schools after school hours are expected to exercise care of the building and its equipment.
2. **No tape of any kind can be used on walls, floors or theatre stages.**
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.
4. Black rubber balls, outdoor softballs, baseballs and taped wooden hockey sticks are not permitted in school gymnasiums.
5. The use of batting machines and bats are not permitted without prior approval of the Rental Supervisor.
6. 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.
7. 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.
8. 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.

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. **Generally, alcohol is not permitted in Saskatoon Public Schools. On occasion, special school division, community association or recognized community group sponsored events may make application for the use of alcohol in Saskatoon Public Schools under the terms and conditions of the Alcohol Protocols as established by Saskatoon Public Schools. A written request is required for approval of the Executive Council or designate at least 30 days prior to the scheduled event. Please contact the Rental Department for such a request at 683-8218.**
4. Open flames are not permitted.
5. Paper decorations are permitted only in accordance with fire regulations.
6. No structure shall be erected by users in school buildings or on school property without the approval of the Superintendent of Facilities.
7. The loading of electrical circuits beyond their rated capacity is forbidden. No electrical circuit or electrical controls shall be changed.
8. 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, if 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.
9. 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.



10. 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.
11. Admission fees may be charged if stipulated in the approved confirmation. The collection of such fees is the responsibility of the renter.
12. The displaying of advertising related to the rental is generally forbidden on the school building or grounds.
13. **Saskatoon Public Schools do not allow private functions such as team parties, weddings, anniversaries, birthdays, etc.**
14. Keys to the building are not given to any parties renting the school.
Caretaking staff are on duty during all rentals.

THEATRES

1. Only qualified School Board personnel may use stage lighting.
2. ***Theaters are not available for rent during the summer months.***
3. All theatre rental applicants must meet with the Rental Supervisor before rental approval.
4. A Theatre Supervisor shall be provided for all theatre rentals.
5. Light and Sound Technician upon request - School or School Board Technician must be used or in attendance.
6. Wheelchair access must be discussed with the Theatre Tech/Theatre Supervisor on duty.
7. Theatre Supervisors/Tech are in charge of the placement of stage curtains. At no time shall the renting party adjust stage curtains.
8. Any use of the school's audio-visual equipment shall require the written authorization of the principal.
9. Food and beverages are not allowed in the theatres.
10. Absolutely no glitter or tape on walls or floors.
11. No tap shoes or tap dance boards.
12. All theatres are used as is.
13. Use of theatres on Saturday and Sundays will be restricted to ten consecutive hours during the months of September through June.
14. At no time will the theatre be rented past 10:00 pm for non-school groups without prior permission.
15. The cost of one Technician will be \$16.00 per hour for the first eight hours per day. For time between eight and ten hours groups will be charged \$24.00 per hour per day. Rate is subject to change without notice.
16. Speakers/Presenters are encouraged to have their own data projection devices. The school principal may or may not allow the use of the school projection equipment and it must be understood that the supervisor/technician and caretakers have no authority to lend out school equipment under any circumstances without written consent of the school principal.

Saskatoon Public Schools No. 13
Rentals Department
105 Avenue G South
Saskatoon, Saskatchewan, S7M 1T8
Rentals Direct Telephone 683-8218 Fax 657-3968
www.saskatoonpublicschools.ca