## **SCHOOL FACILITY RENTALS**





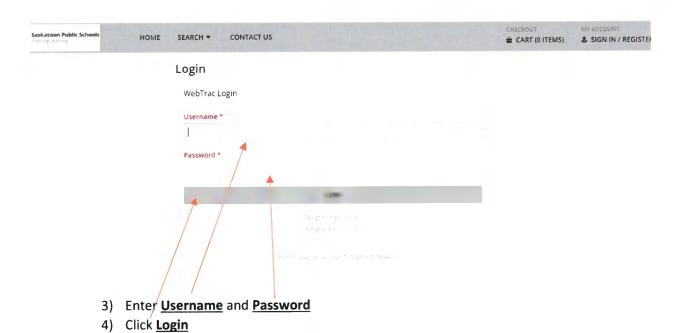
- 1) Click on Saskatoon Public School Division or Greater Saskatoon Catholic Schools
- 2) Click Sign In / Register



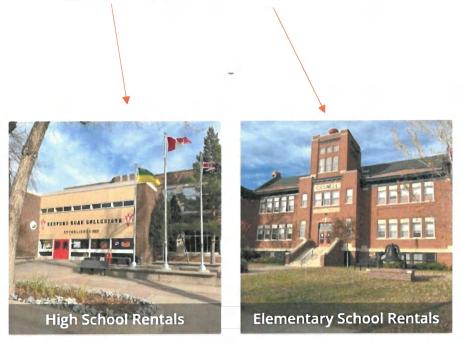
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5) Click on High School Rentals or Elementary School Rentals



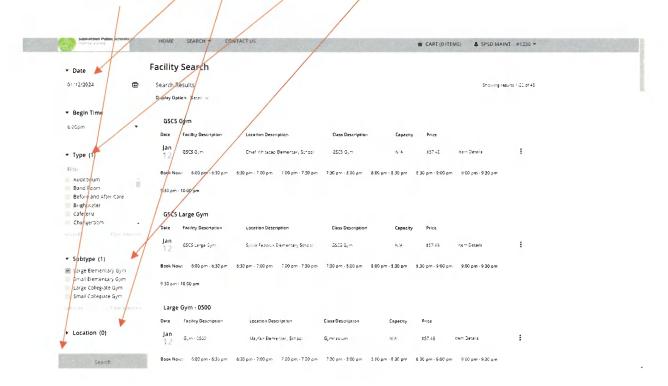


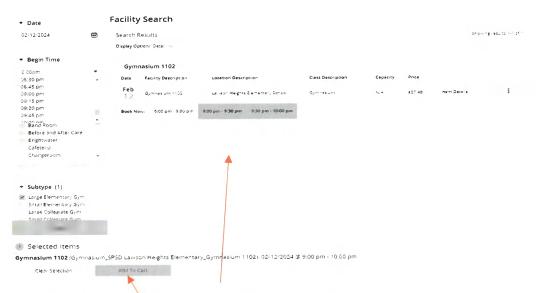






- 6) Click on Type of Space
- 7) Choose your **Date**, **Location**, **Type**, and **Subtype**
- 8) Search

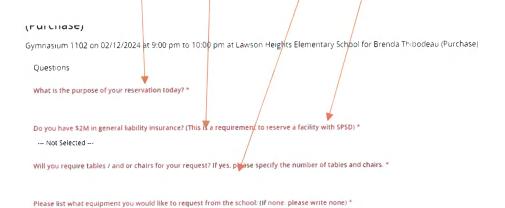


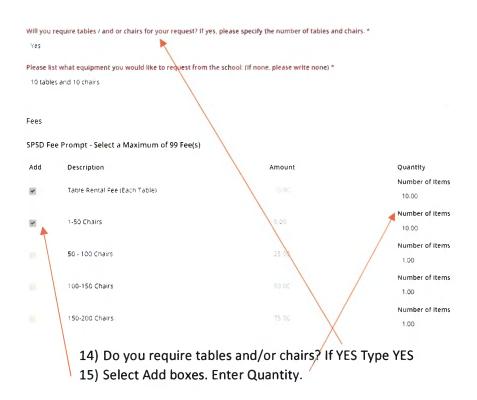


- 9) Click on the 1/2 hour time blocks. Two time blocks are a 1 hour booking.
- 10) Once the correct amount is selected click <u>Add To Cart</u> or <u>Clear Selection</u> if you have made an error.

Note: Weekday schedule is 6pm - 10pm, Weekend Schedule is 9am - 9pm.

- 11) Type in the purpose of your rental. Type No if no tables or chairs are required.
- 12) Type in the equipment you are requesting from the school: (If none please type none)
- 13) You must have \$2M general liability. Select "Yes" to agree. Proof of insurance is required upon request.





## Waivers

Facility Rental Walver

CONDITIONS OF FACILITY USE:

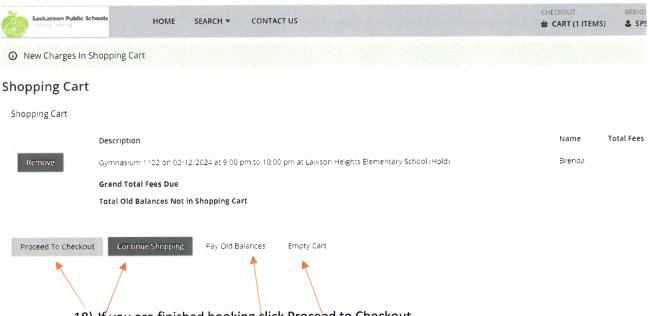
- 1. IT IS UNDERSTOOD AND AGREED THAT Saskatoon Public School Division #13 (which term shall include the employees, officers, servants and agents of Saskatoon Public School Division #13) IS NOT AND SHALL NOT BE LIABLE FOR ANY DEATH, INJURY OR LOSS OF ANY KIND OCCURRING ON ITS PROPERTY OR AS A RESULT OF THE USE OF ITS PROPERTY. WHETHER CAUSED BY ITS NEGLIGENCE, BREACH OF CONTRACT OR OTHERWISE AND THE RENTER AGREES TO INDEMNIFY AND SAVE SASKATION PUBLIC SCHOOL DIVISION #13 HARMLESS IN RESPECT OF ALL DAMAGES, CLAIMS AND OR LIABILITY WITH RESPECT
- 2. The renter shall maintain general liability insurance in an amount not less than \$2 million
- 3. The representative of a group making application for the use of a school facility must be of the age of majority, personally guarantees to pay any requested fees and shall ensure that regulations governing the use of school facilities are adhered to. The signing representative must be directly responsible for the activity, program, and cancellation. All activities must have responsible adult
- 4, in accordance with City of Saskatoon Smoking Control Bylaw #7554, there shall be no smoking in school facilities.
- 5. All groups and persons using a school facility shall adhere to the facility's general rules and procedures, which may be posted in the facility, provided to the renter beforehand or at the time the rental commences, or noted on the rental application.
- 6. User groups not leaving school facilities in a neat and tidy condition may be assessed an extra caretaking fee.
- 7. Groups using school facilities will be held responsible for replacement or repair for damage beyond normal wear to facility and any furniture or equipment authorized for use.

  8. Rentals are provided to the community on the understanding that the needs of the School Division take priority: extra-ordinary circumstances may necessitate the canceling of an approved rental in
- 9. All invoices for the collection of fees are issued electronically, immediate payment is required.
- 10. Refunds will be reimbursed in the event of cancellation of an activity by school division personnel.
- 11 Rentals may be cancelled without penalty by user groups up to 7 days before the rental time. Any cancellation within the 7 day period will be assessed a penalty equal to 100% of the rental. 12. School equipment may only be used with prior authorization of the school's Principal.
- 13. The Division reserves the right to refuse any application for the use of facilities.



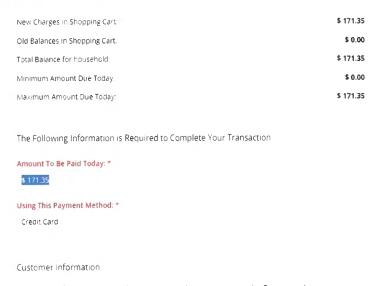
16) Select | agree with the above\* (Waiver Form)

17) Select Continue

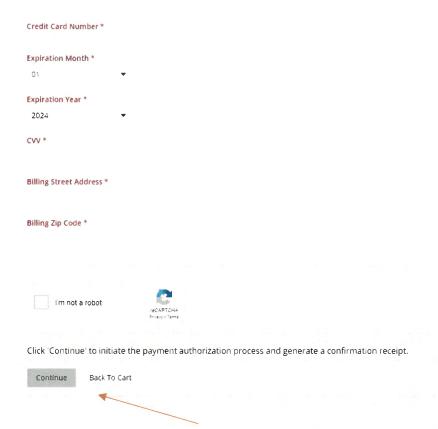


- 18) If you are finished booking click Proceed to Checkout.
- 19) Click on Continue Shopping if you would like to book more times and dates.
- 20) If you have you've made a mistake click Empty Cart
- 21) If you would like to pay your balance by credit card click Pay Old Balances

## Proceed to check out selected:



- 22) Check balances and customer information to ensure they are correct.
- 23) Enter Payment Information



24) Click Continue when finished or Back to Cart to continue.

**Please note:** Block booking or selected pattern booking is not an option at this time. We will reject a booking of this nature as it blocks all times from selected date to date.

Each date, space, purpose of the rental, and time required will need to be booked individually.

You will be asked for the purpose of your rental for each time block booked. Equipment required is extremely important to ensure the caretakers have the correct equipment available for the rental group for each time frame. Time blocks are in half hour increments. Please book your events accordingly on the ½ hour. You will be asked if you require tables and chairs on each time block entry. You may choose continue shopping after each entry or proceed to checkout when complete.

If you require assistance please contact Lisa Craig at <a href="mailto:craigl@spsd.sk.ca">craigl@spsd.sk.ca</a>

Sincerely,

Brenda Thibodeau, Manager of Operations, Saskatoon Public Schools