

SCHOOL FACILITY RENTALS



Saskatoon Public Schools



Greater Saskatoon Catholic Schools

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



Document Downloads

[SPS 2023-2024 Rental Guide](#) | [Rental Fee Schedule](#) | [SPS Rental user guide](#) | [Liability Insurance Link](#)

Known • Valued • Believed In



Login

WebTrac Login

Username *

Password *

[Forgot Username](#)
[Forgot Password](#)

[Don't have an account? Sign Up Now!](#)

- 3) Enter **Username** and **Password**
- 4) Click **Login**

- 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**

The screenshot shows a web interface for facility search. On the left, there are filter sections for Date, Begin Time, Type, Subtype, and Location. On the right, there are three tables of search results. Red arrows point from the instructions above to specific elements in the interface: 'Type of Space' points to the 'Type' filter; 'Date' points to the date dropdown; 'Location' points to the 'Location (0)' filter; 'Type' points to the 'Type (1)' filter; 'Subtype' points to the 'Subtype (1)' filter; and 'Search' points to the search button at the bottom.

Date	Facility Description	Location Description	Class Description	Capacity	Price	
Jan 12	GSCS Gym	Creekside Elementary School	GSCS Gym	N/A	\$57.45	Item Details
Book Now: 6:00 pm - 6:30 pm 6:30 pm - 7:00 pm 7:00 pm - 7:30 pm 7:30 pm - 8:00 pm 8:00 pm - 8:30 pm 8:30 pm - 9:00 pm 9:00 pm - 9:30 pm						
9:30 pm - 10:00 pm						

Date	Facility Description	Location Description	Class Description	Capacity	Price	
Jan 12	GSCS Large Gym	Sullivan Elementary School	GSCS Gym	N/A	\$57.45	Item Details
Book Now: 6:00 pm - 6:30 pm 6:30 pm - 7:00 pm 7:00 pm - 7:30 pm 7:30 pm - 8:00 pm 8:00 pm - 8:30 pm 8:30 pm - 9:00 pm 9:00 pm - 9:30 pm						
9:30 pm - 10:00 pm						

Date	Facility Description	Location Description	Class Description	Capacity	Price	
Jan 12	Gym - 0500	Mayfair Elementary School	Gymnasium	N/A	\$57.45	Item Details
Book Now: 6:00 pm - 6:30 pm 6:30 pm - 7:00 pm 7:00 pm - 7:30 pm 7:30 pm - 8:00 pm 8:00 pm - 8:30 pm 8:30 pm - 9:00 pm 9:00 pm - 9:30 pm						

Facility Search

▼ Date
02/12/2024

▼ Begin Time
06:00 pm
06:30 pm
06:45 pm
08:00 pm
08:15 pm
09:20 pm
09:45 pm
10:00 pm
Band Room
Before and After Care
Erighwater
Cafeteria
Changeroom

▼ Subtype (1)
 Large Elementary Gym
 Small Elementary Gym
 Large Colliate Gym
 Small Colliate Gym

Selected Items
Gymnasium 1102 (Gymnasium_SPSD Lawson Heights Elementary_Gymnasium 1102) 02/12/2024 @ 9:00 pm - 10:00 pm

Clear Selection

Date	Facility Description	Location Description	Class Description	Capacity	Price	Item Details
Feb 12	Gymnasium 1102	Lawson Heights Elementary School	Gymnasium	N/A	\$57.48	

Book Now: 5:00 pm - 9:00 pm | 9:00 pm - 9:30 pm | 9:30 pm - 10:00 pm

- 9) Click on the ½ hour time blocks. Two time blocks are a 1 hour booking.
- 10) Once the correct amount is selected click **Add To Cart** or **Clear Selection** 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.

(PURCHASE)
Gymnasium 1102 on 02/12/2024 at 9:00 pm to 10:00 pm at Lawson Heights Elementary School for Brenda Thibodeau (Purchase)

Questions

What is the purpose of your reservation today? *

Do you have \$2M in general liability insurance? (This is a requirement to reserve a facility with SPSD) *

--- Not Selected ---

Will you require tables / and or chairs for your request? If yes, please specify the number of tables and chairs. *

Please list what equipment you would like to request from the school: (if none please write none) *

Will you require tables / and or chairs for your request? If yes, please specify the number of tables and chairs. *

Yes

Please list what equipment you would like to request from the school: (If none, please write none) *

10 tables and 10 chairs

Fees

SPSD Fee Prompt - Select a Maximum of 99 Fee(s)

Add	Description	Amount	Quantity
<input checked="" type="checkbox"/>	Table Rental Fee (Each Table)	10.00	Number of Items 10.00
<input checked="" type="checkbox"/>	1-50 Chairs	0.00	Number of Items 10.00
<input type="checkbox"/>	50 - 100 Chairs	25.00	Number of Items 1.00
<input type="checkbox"/>	100-150 Chairs	50.00	Number of Items 1.00
<input type="checkbox"/>	150-200 Chairs	75.00	Number of Items 1.00

- 14) Do you require tables and/or chairs? If YES Type YES
- 15) Select Add boxes. Enter Quantity.

Waivers

Facility Rental Waiver

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 Saskatoon Public School Division #13 HARMLESS IN RESPECT OF ALL DAMAGES, CLAIMS AND OR LIABILITY WITH RESPECT THERETO.
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 supervision at all times.
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 favor of a Division event.
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.

I agree with the above *

Continue Cancel

- 16) Select I agree with the above* (Waiver Form)
- 17) Select Continue

New Charges In Shopping Cart

Shopping Cart

Shopping Cart

	Description	Name	Total Fees
Remove	Gymnasium 1102 on 02/12/2024 at 9:00 pm to 10:00 pm at Lawson Heights Elementary School (Hold)	Brenda	
Grand Total Fees Due			
Total Old Balances Not in Shopping Cart			

[Proceed To Checkout](#)
[Continue Shopping](#)
[Pay Old Balances](#)
[Empty Cart](#)

- 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:

New Charges in Shopping Cart:	\$ 171.35
Old Balances in Shopping Cart:	\$ 0.00
Total Balance for household:	\$ 171.35
Minimum Amount Due Today:	\$ 0.00
Maximum Amount Due Today:	\$ 171.35

The Following Information is Required to Complete Your Transaction

Amount To Be Paid Today: *

\$ 171.35

Using This Payment Method: *

Credit Card

Customer Information

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

Credit Card Number *


Expiration Month *
01 ▼

Expiration Year *
2024 ▼

CVV *

Billing Street Address *

Billing Zip Code *

I'm not a robot  reCAPTCHA
Privacy Terms

Click 'Continue' to initiate the payment authorization process and generate a confirmation receipt.

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 craigl@spsd.sk.ca

Sincerely,

Brenda Thibodeau, Manager of Operations, Saskatoon Public Schools

