

**South Shore Regional School Board Policy 480
Facility Usage Agreement (Appendix A)**

Name of School		
Facilities Required		
Activity		
Maximum Occupancy of Facilities Being Used		
Date(s) of Activity		
Time	From:	To:
Name of Organization Using Facility		
Will the user charge admission and if so, how much?		

Representative of organization designated to be in charge of this group is:

Name	
Address	
Telephone	

Fees and Custodial/Incremental Costs:

Custodial Services Required: If yes, number of hours:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Rate for Board Staff: <i>As advised by Property Services and to be paid to SSRSB</i>	
Facility Rental Fee (if applicable):	
Custodial/Incremental Cost <i>Custodial charges are CUPE Contract plus 10%</i>	
Other	
Total Charges:	

Fees and custodial/incremental costs are payable in advance of activity and **MUST** accompany the Contract. Cheques for fees are to be made payable to the school.

Emergency Phone Numbers:

Fire/Ambulance/Police:	911
Principal	
Operations Department:	521-5531 (Manager of Facility Maintenance)
Certificate of Insurance:	<input type="checkbox"/> Not Required <input type="checkbox"/> Attached

South Shore Regional School Board Policy 480
Facility Usage Agreement (Appendix A)
User Agreements

- In consideration of the use of the premises, the User through its designated signatory to the agreement understands and agrees that:
- The School Board does not carry any insurance for the benefit of the User or its individual members.
- The User group members present are jointly and severally liable to the Board for any damage caused to the school property by their use of the premises; and,
- The Board is not liable for any injury, loss or damage to any member of the group by any cause whatsoever during their use of the premises except such caused solely by the negligence of the Board.
- The User and all participants will adhere to all applicable Regulations as printed on page 3 and 4 of this Contract.

Signatures:	
School Principal	Date
On Behalf of User	Date

NOT VALID UNLESS SIGNED BY BOTH PARTIES PRIOR TO BOOKING