

## **SCHOOL DISTRICT NO. 38 (RICHMOND)**

### **RULES AND REGULATIONS FOR COMMUNITY USE OF SCHOOLS**

The Board reserves the right to cancel, interrupt or revise any reservation, but a minimum of seven days notice will normally be given.

A minimum of seven days notice is required for a reservation and for cancellation. Cancellations with less than seven days notice will result in a charge to the rental group.

Rental groups will be assessed a charge should a booked facility not be utilized. Rental groups 'signing in' without using the facility will be assessed a charge.

All facilities are rented on an "as is" basis.

All single bookings for use of school facilities will be required to pre-pay at the time the booking is confirmed.

All long-term rentals will be required to pay a deposit equal to one month's rental at the time of booking. Invoices will be sent out monthly, however, payment is due as indicated on the invoice; failure to comply may result in cancellation of contract.

Persons and community groups using the schools and School Board property are required to take out Public Liability Insurance. The office of the Secretary-Treasurer may request proof of insurance. Groups unable to provide proof of public liability insurance may be denied use of Board owned facilities.

The School Board carries Liability Insurance to indemnify against the negligence of its employees. Thus, the Board would only be liable when the person suffering the injury or damage proves negligence on the part of the Board or employee.

All sports equipment supplied by rental groups must be made entirely of a plastic material that will not damage gymnasium floors. Should rental groups require clarification of approved equipment, please contact the Richmond School District. Example of acceptable sports equipment for use in gymnasias: plastic (blade) cosom hockey sticks and plastic pucks, rag, nerf or indoors soccer/baseballs.

White soft-sided "court" shoes must be worn in gymnasias for activities of an athletic nature. No black soled runners are permitted.

The group using the school shall supervise the parking where necessary.

Groups must provide their own phone for emergencies as there will be no access to school phones.

The group using the school shall report any irregularity or dissatisfaction to the Secretary-Treasurer of the School Board.

Facilities will not normally be available during July and August as well as all school or statutory holidays (as per rental exception day's list).

Absolutely no smoking allowed in any part of the school premises in accordance with Board Policy.

Misuse of the school may result in cancellation of the rental.

Revised May 14<sup>th</sup>, 2004