



APPLICATION FOR USE OF SCHOOL FACILITIES OR GROUNDS- Form 545-1

Facility Requested:

Function:

WRPS Sanctioned Function:

Applicant/Organization:

Phone:

Applicant Address:

Email:

Supervisor's Name:

Phone:

WRPS Employee?

Areas Required:

No. of Participants:

PROVINCIAL AFFILIATION? PLEASE CHECK: YES NO If yes, please attach proof of Provincial Affiliation insurance, including local Organization named.

Where the intended use of the facility is assessed as high risk by WRPS personnel, the Applicant shall maintain during the term of the occupation, general liability insurance not less than \$2,000,000 and \$100,000 tenant legal liability insurance. WRPS should also be named as Additional Insured on the Applicant's insurance Policy. Proof of such insurance will be required prior to approval of this application. Please see the *Use of School Facilities or Grounds Handbook* for further details.

APPLICANT'S USE				SCHOOL USE			PLANT FACILITIES USE	
DATES REQUIRED	START TIME	FINISH TIME	HOURS IN USE	CUSTODIAN YES/NO	EST. HOURS	EST. FEE	ACTUAL FEE	AIR HANDLING UNITS
RATE: \$30.00 PER HOUR where applicable				Custodian minimum 3 hour charge				

I, the undersigned, on behalf of the organization named above, agree to the following terms and conditions:

1. Supervision, by persons at least 18 years of age, is required in all occupied areas, and is a provision of granting this Application;
2. Provincial and local fire regulations will be complied with and adequate precautions will be taken to ensure that no fire hazards are created;
3. No smoking or consumption of alcohol will be permitted at any time within the school facility or grounds;
4. Only those facilities as specified in this Application will be used and all furniture or equipment approved for use will be returned to their storage location;
5. All equipment approved for use will be operated only by the persons who are qualified to operate such equipment;
6. Clean-up of facilities will be conducted in cooperation with the WRPS staff member on duty;
7. Financial responsibility is assumed for any damages or liability resulting directly or indirectly from the use of facilities, grounds, furniture or equipment. In all cases where there is abnormal damage to school facilities the organization shall be invoiced for repair and/or replacement cost;
8. Twenty-four hours' notice must be provided in order to cancel an event, without penalty;
9. Payment shall be made payable to Wetaskiwin Regional Public Schools, at the rate of \$30.00 per hour, where applicable;
10. The above noted organization shall indemnify and save harmless Wetaskiwin Regional Public Schools from all liabilities, costs, claims suits or actions arising from:
 - 10.1 Any damage to the property whatsoever occasioned by the use and occupation of the premises; and/or
 - 10.2 Any injury to any person or persons, including death resulting at any time therefrom, occurring in or about the premises or any part thereof or resulting from the use and occupation of the premises during the term of this Agreement from any cause whatsoever. AND

The said organization/persons agrees to and understands the above terms and conditions, as well as Administrative Procedure #545 Use of School Facilities or Grounds (available at www.wrps11.ca/documents), has read and understands the Public Use of School Facilities Handbook and agrees to abide by these terms and conditions.

Applicant Initial: _____

APPLICANT'S SIGNATURE:	DATE:
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PRINCIPAL'S/DESIGNATE'S SIGNATURE:	DATE:
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