

PUBLIC WORKS - SCHOOL MAINTENANCE DEPARTMENT

School Facility Rental Rules & Regulations:

1. **NO SMOKING, DRUGS, ALCOHOLIC BEVERAGES OR PERSONS UNDER THE INFLUENCE ARE ALLOWED ON SCHOOL PREMISES.**
2. Rental of school facilities for evening sports activities, Monday thru Friday, are a minimum of 2 hours per night, namely, 6:00 p.m. to 9:00 p.m. Everyone must leave the building no later than 9:15 p.m. to allow the Casual Caretaker adequate time to clean the facility.

All other rentals are available as follows:

Sunday	6:00 a.m. - 6:00 p.m.
Monday - Thursday	6:00 p.m. - 9:00 p.m.
Friday	6:00 p.m. - 9:00 p.m.
Saturday	6:00 a.m. - 9:00 p.m.

All schools are closed for rental during the March break, statutory holidays, the summer vacation months (July & August) and the Christmas Break.

Where access to a School facility is required prior to 6:00 p.m. Monday to Friday, the Applicant must obtain the Principal's approval for early access with written confirmation from the Principals to the Public Works Office.

The Applicant must show a copy of the Application for Rental with the Applicant's name and signature thereon to the Casual Caretaker on duty to have access to the facility noted on the application.

3. Games of chance, lotteries, raffles, or gambling are not permitted in school buildings unless a Band Council resolution accompanies the School Facility Rental application.
4. Payment for **ALL** rentals must be pre-paid one week in advance of the scheduled event to the Public Works Office in **ALL** cases.

For sporting activity rentals on a weekly basis, 1/2 of the total amount due is required in advance with the remaining 1/2 to be paid no later than 2 business days prior to the date of rental.

If, for any reason, the applicant desires to cancel an event, they must notify the Public Works Office 48 hours prior, in order to allow time to cancel the Casual Caretaker on duty for the event, **FAILURE TO DO SO WILL RESULT IN THE LOSS OF THE TOTAL FEE FOR THE RENTAL.**

Scheduled School functions take precedence over all other bookings. Accordingly, if a school function is required on a date within your application the School will notify you at least five days in advance and you will be given the option to rebook that time period or cancel.

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5. The facilities that are available for rental are indicated on the specific Application for Rental. Areas of school facilities not identified prior to rental are OFF LIMITS to organizations, groups or persons renting facilities. ONLY AREAS REQUESTED ARE TO BE OCCUPIED. The stage area in the Gymnasium may not be utilized as a babysitting area for children accompanying adults during a sports activity rental and further sports activity rentals are for the gym floor space only.
6. Organizations, groups and persons renting school facilities during after school hours must supervise and chaperon children and will be held responsible for damages incurred by unsupervised children during rental of facility. Adult supervision must be provided for every 10 children. The Casual Caretakers are on duty for supervision of the care and maintenance of school property and not as supervisors of activities in progress.
7. The Renter is responsible for their own set up and take down of all tables and chairs. In the event, the facility is left in a manner which requires the Casual Caretaker to return chairs and tables to storage, the applicant's damage deposit will be deducted by the amount of the Casual Caretakers rate for time spent.
8. Proper gym shoes are to be worn for sports activities. Standard indoor designed gym equipment only to be used in the gym, e.g. basketball, volleyball.

Use of all school equipment/property must be approved by the Principal.

9. NO nails are to be driven into the walls nor any tape that would damage the paint.

The organization, group or persons renting school facilities are responsible for any damages resulting from their activities. This responsibility will include material and labour costs. The Casual Caretaker will do an inspection with the Applicant at the beginning of the rental period to determine the condition of the facility prior to the applicant's use and an inspection with the Applicant at the end of the rental period to report any damages, which occurred during their use of the facility. The Caretaker's Rental Report must be signed by the Caretaker and Applicant upon the completion of final inspection.
10. The Six Nations Council, the Public Works Department or the School Personnel are not responsible for clothing or equipment left by the organization, group or persons and are not responsible for personal injury or damage to or for the loss or theft of anything belonging to the organization, group or persons attending the event.
11. Failure to conform to the rules and regulations will result in immediate cessation of the event and/or cancellation of any future event.
12. Rules and regulations are subject to change without notice.
13. Requests to utilize outside equipment (eg. playground, playing fields) must be received in writing, at least two business days before the event. A confirmation letter will be provided by the Public Works Office

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**APPLICATION
SCHOOL FACILITY RENTAL
VIA PUBLIC WORKS**

A) NAME OF SCHOOL: _____

B) NAME OF ORGANIZATION: _____

Contact Name & Phone: _____

Band & Number: _____

C) BILLING NAME & ADDRESS: _____

D) CHECK FACILITY (IES) REQUESTED:

- Gym ONLY (Excluding Stage Area) Classroom
 Gym & Stage Area

E) DATE FACILITY REQUIRED: _____

Time Begin: _____ (Including set up time) Time End: _____

F) INTENDED USE: _____

G) APPROXIMATE NUMBER OF PEOPLE: _____

- One adult supervisor for every 10 children

FEES: PRE-PAYMENT REQUIRED IN ALL CASES

Conferences - \$100.00/Day - gym only for consecutive day rentals.

\$100.00 Damage Deposit required for all events. Refundable upon completion of the Casual Caretaker's report, if no damages are reported.

Gym - \$30.00/Hour Classroom - \$20.00/Hour

Amount Paid: \$ _____ Cash Cheque Other

I, _____ DO HEREBY AGREE to abide by the Rules and Regulations as outlined for School Facility Rental and assume the responsibility set aside therein.

Date: _____ Witness: _____ Time: _____

Applications for School Facility Rental form is to be returned to the Public Works Office, 4th Line East, Ohsweken, together with payment, one week prior to the rental date in order to reserve your date for your organization's activity, as bookings are first come first serve.