



School District #71 (Comox Valley) Application for Use of  
**Hornby Island Community (Modular) School**

**ORGANIZATION:** \_\_\_\_\_ **TODAY'S DATE:** \_\_\_\_\_

**NAME OF APPLICANT:** \_\_\_\_\_ **ROLE OF APPLICANT:** \_\_\_\_\_

Email: \_\_\_\_\_ Phone(home): \_\_\_\_\_ (Cell/Work): \_\_\_\_\_

**SECOND ADULT:** Is required if the organized event includes youth **And/Or**

**OPENER/CLOSER:** If using the building Fri-Sun there must be someone who has been assigned a school key and training for opening and closing and who will be responsible for the school usage.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell/Work: \_\_\_\_\_

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Circle the desired area(s):    **Multi-Use Modular**    ~~Library Deck~~    **School Field**    **Covered Shelter**

Please note that you must book the Multi-use Mod for bathroom access

**Proposed Activity:** \_\_\_\_\_

**Equipment required:** \_\_\_\_\_

**Day of the week:** \_\_\_\_\_ **Time in:** \_\_\_\_\_ am/pm **Time out:** \_\_\_\_\_ am/pm

**Date(s):** please list all dates \_\_\_\_\_

The attendees will be:    **Youth**    **Adults**    Total number of people attending: \_\_\_\_\_

Will there be food?    **Yes**    **No**    Please Describe: \_\_\_\_\_

Is the activity for Learning or Recreation Purposes?    **Yes**    **No**    Will a fee or admission be charged?    **Yes**    **No**

**USER GROUP AGREEMENT WAIVER/INDEMNITY**

The user agrees that there is no warranty expressed or implied on the part of the Board as to the suitability or condition of the premises hereby demised and that the Lessee accepts the said premises at his own risk and that the Lessee covenants to indemnify and save harmless the Board from all loss, costs, and damages which may arise as a consequence either directly or indirectly of the granting of this lease. The Lessee agrees to indemnify the Board for any loss or damage to the Board's property or any adjoining property due to the occupancy of the Board's premises to which this lease relates. The Lessee understands and agrees that this lease may be revised or cancelled at any time with or without cause and that in the event of such revocation or cancellation there should be no claim or right to damages, or reimbursement on account of any loss, damage or expense whatsoever.

I/We the undersigned, being 19 years of age or over hereby agree to accept for and on behalf of the named organization the allotment of school accommodation and the conditions as stated and to confirm with the "**Conditions Governing Rental of School Facilities**" set out on the reverse hereof and forming part of this agreement.

**Signature of Lessee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CONDITIONS GOVERNING RENTAL OF SCHOOL FACILITIES**

1. Lessees of school facilities must comply with all applicable Fire By-Laws and Regulations. These include using only fireproofed stage props; not exceeding the seating capacity and keeping exits clear.
2. Smoking is not permitted in school buildings or on school grounds.
3. Adequate supervision is essential and Lessees of school facilities are required to give this careful attention, and be prepared to pay for any damage done. It is recommended that all user groups carry appropriate liability insurance. Persons attending any function in a school must obey all reasonable directions for the Board Employee in charge of the building at that time.
4. All facilities are rented on an **as is basis**. This applies to suitability, condition, and service, and the Board's obligation is restricted to the provision of facilities as they exist at the time of the rental.
5. Additional charges to cover necessary expenses may be levied by the Board if, following a Lessee's occupancy of school facilities, additional custodial or maintenance service is required as a result of litter or the premises being left in a dirty condition.
6. Adjustments for additional dates or for time lost due to school or statutory holidays will not be made unless at least 48 hours' notice is given to the School District prior to the normal rental date.
7. Mobile equipment is not normally included in the rental unless the Lessee makes prior arrangements for use of such equipment.
8. The Board will not be responsible for any property left on school premises by the Lessee.
9. No advertising may be done through the school, nor can advertising be attached to the outside of the school building.
10. The following activities will not be permitted:
  - a) illegal activities;
  - b) any activity likely to cause damage or such as might bring the School District into disrepute.
11. Functions involving the following activities will not be permitted without specific Board approval by resolution:
  - a) dancing, other than school-sponsored dances;
  - b) consumption of alcohol on the premises.

**FAILURE TO COMPLY WITH THESE CONDITIONS CAN RESULT IN CANCELLATION OF USE OF THE FACILITY.**

**\*\*\*\*\*For Office use Only\*\*\*\*\***

**CUSTODIAL REQUIREMENTS**

Custodian required for opening & closing after hours?    **Yes**    **No**  
Custodial clean up after use?    **Yes**    **No**

**Custodian Notes:** \_\_\_\_\_

**SCHOOL AUTHORIZATION**

**Approved:** \_\_\_\_\_    **NOT Approved:** \_\_\_\_\_    **Principal Signature:** \_\_\_\_\_