



ST. THOMAS AQUINAS CATHOLIC SCHOOLS

APPLICATION FOR USE OF SCHOOL FACILITIES

School: _____

Organization/Group Requesting Use: _____

Contact Person(s): _____

Phone Number of Contact(s): _____ or _____

Date(s) Requested: _____ Time(s): _____

Facility Requested: _____

Equipment Requested: _____

Purpose of Use: _____

Number of Persons Involved in Activity: _____

Employee Available for Security/Clean Up (Name): _____

Custodial Personnel Required? Yes _____ No _____

Terms and Conditions

1. The conduct of those using the facilities (including spectators) will be such as to protect and preserve school properties and to comply with all terms and conditions stipulated herein. Furthermore, the responsibility for assuring such conduct is assumed by the undersigned.
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 will be permitted at any time within the school buildings.
4. Without written Superintendent approval the consumption of liquor will not be permitted at any time within the school buildings or on school property. Approval is subject to receipt of
 - Liquor license
 - Certificate of Insurance covering the event
5. Only those facilities as specified above will be used and all movable items of furniture or equipment will be returned after use to their usual place of storage.
6. No movable equipment will be used in any place other than in the building or on the grounds of the building where it is stored. Exception: Activities which are clearly school functions, initiated and organized within and by the school.
7. Equipment such as audio-visual equipment, stage lights and other technical equipment will be operated only by persons who are qualified to operate such equipment.
8. If a clean-up of facilities is required it will be conducted in cooperation with the custodian on duty.
9. Financial responsibility is assumed for any damages or liability resulting directly or indirectly from the use of facilities.

- 10. If it becomes necessary to cancel the event, notice will be given at the school office prior to 3:00 p.m. on the day of the event, except when the event falls on a weekend or a holiday; in which case, notice will be given prior to 3:00 p.m. on the day immediately preceding the weekend or holiday.
- 11. Payment of fees will be to the school office.

Damage deposits may be requested at an amount equal to four (4) times the estimated rental cost.

By signing this application I agree to the terms and conditions and charges included above.

Total Fee: _____

Contact Person(s)

Date

Contact Person(s)

Date

Approved By:

Principal/Designate

Date

This information is collected and distributed in accordance with the Freedom of Information and Protection of Privacy (FOIP) Act, Sections 33(1) and 37. Your personal information will be protected as per Part 2 of the Act. For further information concerning the completion of the form please contact your FOIP Coordinator at St. Thomas Aquinas Catholic Schools • 4906 50 Avenue • Leduc, Alberta • T9E 6W9 • Phone (780) 986-2500.