

Administrative Procedure 547 – Appendix I

Form 547-1 Agreement for Public Use of School Facilities

*Form must be completed in its entirety to be considered valid.

			Date:	
Name of School Requested		Room No.		
Contact Person for School		Phone & Fax		
Name of Renter (Applicant)		Organization		
Address of Renter				
Phone & Fax		Email		
Expected Attendance				
Type of Rental	I. Commercial _____ II. Private _____ III. Public Meeting _____ IV. Joint Use Additional Hours _____ V. Non-Profit Group _____		Specific Detail of Event:	
# of Days of Event		From (date)		To (date)
Hours of Event		From		Until
Will Alcohol be Served:		If yes, will it be free of charge?		
If yes, what controls are in place to limit consumptions?				
	Special Event Liquor License must be provided <i>prior</i> to insurance being effective			

Renter Signature		Date	
Print Name			
School Board or Designate Signature		Date	
Print Name			

Renter must fully complete this 4 page application and initial where indicated.

_____ Initials of Renter (Page 1 of 7)



NOTICE TO APPLICANTS

This application does not bind the Applicant, Lloyd Sadd or the Insurer, but it is agreed that this application will be the basis of the contract should a Certificate be issued, and it will be attached to and made part of the Certificate. The Applicant represents that if the information supplied on this application changes between the date of this application and the time when the policy is issued, the Applicant will immediately notify Lloyd Sadd of such changes. Please note that if payment is not received, any Certificate issued will be null and void.

LLOYD SADD INSURANCE COVERAGE CONFIRMATION			
APPLICATION REVIEWED BY		APPLICATION APPROVED BY	
MEETS FUG CRITERIA?		DATE	
EFFECTIVE DATE OF COVERAGE		EXPIRY DATE OF COVERAGE	
COMMENTS			

Type of Activity (detail) _____ Age Group _____ Number of Participants _____

Please check: _____ Low Risk _____ Medium Risk _____ High Risk _____ Excluded

For activities that are Low or Medium Risk, please fill out the ASBIE Insurance application attached. For activities that are High Risk or Excluded, please contact the School Division. Additional insurance coverage will be required by you OR your activity may be denied.

Dates Required: Sept. _____ Oct. _____ Nov. _____
 Dec. _____ Jan. _____ Feb. _____
 Mar. _____ Apr. _____ May _____
 June _____

Time Required: Start time _____ End time _____

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Rental Rate (if applicable)			
Rental Amount		To be Paid by	
<p>Accepted on behalf of the community user group. I/We agree to pay the applicable rental rate, abide by the rules and provide a Certificate of Insurance where required with Northern Gateway Public Schools as "Named Insured".</p> <p>I/We hereby agree to accept the allotment as above and abide by the attached regulations.</p> <p>Signature:</p>			
Approved on behalf of Northern Gateway Public Schools			
Signature:		Print:	

*NOTE: Please review the "Terms and Conditions for Community Use of School Facilities Owned by the Board" found on page 5.

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ASBIE Insurance Program

FACILITY USER GROUP INSURANCE APPLICATION

I hereby apply for Commercial General Liability Insurance with All-Sport Insurance Marketing Ltd. under the ASBIE Facility User Group Insurance Program for the limits and deductibles shown below.

Commercial General Liability Coverage		
Amount of Insurance	\$2,000,000	Per Occurrence for Bodily Injury and/or Property Damage
	\$250,000	Tenants Legal Liability, any one Premises, Broad Form
Deductible	\$500	Per Occurrence for Bodily Injury and Property Damage and Legal Expense combined

Voluntary Medical Coverage	
Amount of Insurance:	\$1,000. Any One Person
Deductible:	NIL

*****Note:** *Voluntary Medical Coverage not applicable to Sports Injuries* _____ Initials of Renter

If insurance is bound and a Certificate of Insurance issued by or on behalf of AllSport Insurance Marketing Ltd., I agree to promptly report any known or potential claim or action pertaining to this insurance (regardless of how insignificant it may appear at the time) to:

Lloyd Sadd Insurance Brokers Ltd. (Program Manager for ASBIE)

Suite 700, 10240 – 124 Street
Edmonton, AB T5N 3W6
Toll Free: (800) 665-5243
Phone: (780) 483-4544
Fax: (780) 484-5727
Email: asomogyvari@lloydsadd.com

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ASBIE Facility User Group Program Rates

Low Risk Activities	included in Blanket Program
Medium Risk Activities	included in Blanket Program
High Risk Activities	Not included in Blanket Program and must be referred to insurer for consideration and premium quote

LOW RISK ACTIVITIES	MEDIUM RISK ACTIVITIES	HIGH RISK ACTIVITIES	EXCLUDED ACTIVITIES
Badminton Bowling	Baseball Basketball	Any activity not indicated in Low Risk / Medium Risk / Excluded Category	Alpine Skiing or Ski Hills Animals, Petting Zoos
Curling Dance Lessons Horseshoes Tennis Piano lessons Rope skipping Yoga/Pilates/Arobics(subject to certified instructor) Art classes Meetings	Field Hockey Ball/Floor Hockey Handball Racquetball Soccer Softball Squash Non-Contact Touch/Flag Football Track & field Volleyball Swimming with Lifeguard Adult non-contact hockey Ball hockey, in-line hockey Recreational Skating Farmers Markets Swap Meets Garage Sales		Non Contact Martial Arts League Hockey Tournaments Events with Alcohol Beer Gardens

Additional Premium required (includes 15% LS Fee)

Non-contact Martial Arts	1- 25 students	\$575
	26 - 100 Students	\$863
	closed tournament (own students only)	included
	open tournament day (outside participants invited or allowed - up to 100 extra)	\$288
League Hockey Tournaments	\$225 per team per season	
	Up to 8 teams	\$288
	9-16 teams	\$431
Beer Gardens	1-100 Participants	\$115/day
	101-250 Participants	\$173/day
	250-500 Participants	\$230/day
	Over 500 Participants	Refer
Events with Alcohol	1-100 Participants	\$155
	101-500 Participants	\$190
	Over 500 Participants	Refer
Events without Alcohol	1-100 Attendance	\$115
	101-500 Attendance	\$144

Make cheque payable to Lloyd Sudd Insurance

We Listen. We Think. We Deliver

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Terms and Conditions For Community Use of School Facilities Owned by the Board

Liability

1. The community user group agrees to indemnify and save harmless the Board from any and all liabilities, damages, costs, claims, suits or actions resulting from or out of any occurrence in, upon or at the premises, the halls, the rooms, sidewalks, and yards adjacent thereto, or the occupancy or use by the applicant and any of its licensees, members, permittees, servants, contractors or employees, or by anyone permitted by the applicant to be on the premises ("participants"). Such indemnification shall extend to cover any damage to property that may occur or any injury to a person (including death) which may result at any time during any usage period.

Specific Regulations

1. The community user group shall provide adequate supervision of the participants by competent adult supervisor(s). The supervisor(s) shall:
 - a. Identify themselves to Board Supervisory Personnel.
 - b. Enforce all Board regulations which are relevant to the school.
 - c. Supervise entrance and adjacent areas to prevent unauthorized persons from entering the building. Board Supervisory Personnel may lock the school door after the commencement of each activity.
 - d. Limit activities to the area assigned to the group and restrict participants to these areas and adjacent hallways and washrooms.
 - e. Ensure that the specified time is adhered to.
 - f. Sign forms as requested by Board Supervisory Personnel (Form 547-1).
 - g. Ensure that all participants vacate the building promptly when the activity ceases.
 - h. If the proposed activity requires the instructor to be certified, proof of certification must be submitted to Board Supervisory Personnel.
2. Smoking is prohibited in all School Board facilities.
3. The Principal of the school is to be contacted regarding the delivery and removal of the community user group's equipment. The community user group agrees that all belongings and equipment brought onto the Board's premises shall be the sole and exclusive risk of the community user group. The Board makes no representations or warranties to the applicant concerning liability for loss or damage resulting therefrom.
4. The Board reserves the right to cancel any rental at any time if the conduct of those using the facility is unsatisfactory, The Board Supervisory Personnel may cancel any activity for one occasion if the conduct of the group is deemed to be unacceptable.
5. Unless the community user group provides notice of cancellation a minimum of two full working days in advance, the Board's current cancellation procedures may be applied.

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6. The Board reserves the right to cancel all or a portion of this rental, subject to the current cancellation procedures, with or without cause, and in such event, the community user group shall have no right to damages, or reimbursement on account of any loss, damage or expense unless stipulated in the cancellation procedures.
7. The use of Board equipment is not included in the rental until specifically approved.
8. The community user group is responsible for leaving the facility and equipment in the condition it was found.
9. The schools are not available during holiday breaks.
10. Only soft soled shoes (crepe, rubber, composition or chamois leather) to be worn in the gymnasium. No leather soled or cowboy boots to be worn. No foreign substances to be placed on gymnasium floor.
11. Any problem related to school usage is to be directed to the Principal.
12. Form 547-1 must be completed in its entirety.
13. Proof of insurance coverage, with Northern Gateway Public Schools named as an additional insured is required for all "high risk activities" as per Form 547-1.

Charges (For Paid Rentals)

1. In addition to the duration of the activity for the usage period, the community user group agrees to pay for the time involved in preparing the areas requested and for cleaning the areas after use.
2. Unless a cancellation is received two full working days in advance of the time of the rental, the rental fee that date may be assessed.
3. Advance payment on all single-date reservations will be refunded upon two (2) weeks written cancellation of the reservation.
4. As far as possible, continuous rentals will be invoiced monthly. The Board reserves the right to cancel usage privileges if account is more than thirty (30) days in arrears.
5. If additional cleaning is required, a cleaning fee may be charged to the user.

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