

**THE MOOSE FACTORY ISLAND  
DISTRICT SCHOOL AREA BOARD**

**AGREEMENT GOVERNING THE USE OF BOARD FACILITIES**

**TERMS AND CONDITIONS**

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**Name of User/Group/Organization**

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**Address**

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**Telephone Number**

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**Authorized Representative**

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**Board Facilities to be Used**

**I, the duly authorized representative for the above-named User, hereby apply to use the above facilities, subject to the following terms and conditions:**

1. The Board shall not be responsible for any loss, theft, or damage to the occupants' goods or possession.
2. The User accepts full responsibility for the conduct of persons admitted to the facilities and shall be responsible for any damage to the Board's buildings or properties occurring during its occupation and use.
3. The User on behalf of its staff members, occupants, and guests hereby releases and discharges the Board, its employees, officers and agents from any claim or demand for any loss, damage, personal injury or death to any staff members, occupants, or guests arising as a result of the use of the Board's facilities under this agreement.
4. The User shall, prior to using the said facilities, provide to the Board a Certificate of Insurance in an amount that is not less than one million dollars naming the Board as an Additional Insured under the User's general liability insurance contract while being used by the User.
5. No alcoholic beverage shall be allowed in the buildings or grounds at any time.
6. The authorized person whose name and signature appears on this application form shall be deemed to be the person responsible for upholding the regulations governing the use of the facilities and/or grounds. This person shall ensure that a responsible person of the organization or group shall be in charge of the activities at all times.
7. Persons using the gymnasium or general purpose room for athletic purposes shall wear gymnasium shoes or footwear that do not damage or mark the floor.
8. No audio-visual equipment or any other equipment which is the property of the Board may be used unless special permission is granted by the principal.
9. All exits must be kept free of obstruction in case of fire.
10. When a school P.A. system or stage lights are requested, a Board employee must be engaged to operate them.

11. The User shall not use any part of the facilities or grounds for storage without the permission of the principal.
12. Activities must be confined to the facilities assigned to the organization.
13. This application form shall be posted in a clearly visible manner while the area is being used.
  - a. In the case of an emergency requiring the attention of a Board representative, the User shall contact the following person:

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Name	Title	Telephone Number
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Or alternate:

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Name	Title	Telephone Number
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- b. Should the situation require that a custodian be called to the school, the User agrees to pay such additional wages and benefits associated with this call-in as determined by the applicable Collective Agreement.
14. A custodian or employee of the Board shall be present for the entire time that the facility is being occupied by the User. Exemptions must be approved by the Business Administrator.

The undersigned hereby agrees to the terms and conditions set forth above. Failure to comply with the above terms and conditions may result in the termination of this Agreement, and the privilege of using the facilities being revoked.

Authorized Representatives for the USER: \_\_\_\_\_  
 (I have the authority to bind the User)

DATE \_\_\_\_\_

Exemption Approved by: \_\_\_\_\_  
 Business Administrator

DATE \_\_\_\_\_