|  |  |  |  |
| --- | --- | --- | --- |
| Outdoor Space | School Outdoor Space Requested: | | |
| Specify Area: | | |
| Details of Use | Number of Adult Participants: | Number of Adult Supervisors: | |
| Number of Children Participants: | Age Groups: | |
| Type of Activity/Event Name: | | |
| Authorization Requested for:  Porta-potties  Power/Water  Tents  Food/Vendors on Site  Other: | | |
| Schedule (Regular)  \*Please note available times: 4:00 pm – 10:00 pm on weeknights;  7:00 am - 10:00 pm on weekends | Day(s) of Week: | Time Start: | Time Finished: |
| First Date Requested: | Last Occurrence Date: | |
| Dates to Exclude (dd/mm/yyyy): | | |
| Schedule (Irregular) | Dates and Start/End Times Requested for Single/Irregular Use: | | |
| Group Details | Legal Name of Group: | | |
| Booking Contact (Name): | | |
| Phone Number: | | |
| Billing Contact (Name): | | |
| E-mail Address: | | |
| Billing Address: | | |

**Procedures**

1. Applications for use of outdoor spaces must be made in writing through this form and submitted to RVS’ booking agent at least 10 business days before the requested date of use.
2. An application for access and/or use of Rocky View Schools (RVS) outdoor spaces must disclose the nature of the use by completing this form.
3. By signing this form, the undersigned, for himself/herself, his/her group, and on behalf of all users of the space, agrees to the payment of fees and charges outlined in Administrative Procedure 5014.
4. By signing this form, the undersigned for himself/herself, his/her group and on behalf of all users of the outdoor spaces, agrees that they have read and understood and will abide by all terms and conditions of use as posted on RVS’ website or as directed by the Booking Agent (hotlink).
5. The following terms and conditions apply to all use of RVS outdoor spaces:
6. Pre-approval (in writing) is required for the following:
   1. Porta-potties (note: they must be placed in RVS-designated locations);
   2. Sale of merchandise (including food on-site or from food trucks);
   3. RVS equipment;
7. The following is not permitted on Rocky View Schools sites:
   1. Consumption or serving of alcohol and/or cannabis;
   2. Smoking;
   3. Use of barbeques;
   4. Pets or animals of any kind;
   5. Driving or parking vehicles outside of RVS-designated parking areas;
   6. Overnight camping;
8. Approved users of RVS’ Outdoor Spaces are responsible for the conduct of all members of the group as well as being aware of the need and requirement to reasonably avoid negative impacts to the surrounding neighborhood;
9. Approved users are only permitted to use the RVS Outdoor Spaces indicated on the application form during the times designated;
10. Approved users will ensure arrangements are made, at their cost, for the provision of safe recycling, waste and garbage disposal.
11. The spaces being rented are public spaces. RVS does not have control over the public’s access to the space. RVS does not monitor and enforce the access by the public within, or to, open spaces.
12. Users of RVS’ Outdoor Spaces will be responsible for any damage and extra charges for garbage pick-up or other costs incurred by RVS.
13. Deposits, as outlined in the Administrative Procedure, will be required at the time of booking. If any costs will be incurred by RVS, the deposit will be used towards offsetting the costs (including a $50 administration fee). If any balance remains it will be returned in due course. If the deposit does not cover the costs incurred, the undersigned will pay any deficiency to RVS upon demand as a just debt owing. All additional charges will be made payable to RVS within twenty (20) days of the receipt of an invoice.
14. RVS reserves the right to terminate the agreement at the cost to the user if, in its sole discretion, RVS believes the use is contrary to any of the above conditions.
15. The undersigned agrees to pay all fees and charges at the time of application.

I, the applicant, by signing below agree that I have read, understood and will abide by Administrative Procedure AP5014 and the Terms and Conditions of use outlined above.

|  |  |  |
| --- | --- | --- |
|  |  | Click or tap to enter a date. |
| **Signature** |  | **Date** |

**Office Use Only**

|  |  |  |
| --- | --- | --- |
| **Schedule ID(s):** |  | |
| **Certificate of Insurance Received:** |  | |
| **Map of Location Provided to User:** |  | |
| **Approved:** | **Yes**  **No** | |
| **Additional Comments:** | | |
| **RVS Booking Agent Signature:** | | **Date:** |