|  |  |  |  |
| --- | --- | --- | --- |
| Facility / Area | Facility Requested: | | |
|  | Area(s) Requested: | |
| Details of Use | Number of Adult Participants: | Number of Adult Supervisors: | |
| Number of Children Participants: | Age Groups: | |
| Type of Activity: | | |
| Equipment Requirements (ie. Volleyball nets, exercise mats, etc…) | | |
| Cost of the Equipment: | | |
| Music to be performed during use? Yes  No  Playlist or background music? Yes  No | | |
| Schedule (Regular) | Day(s) of Week: | Start Time: | Finish Time: |
| First Date: | Last Occurrence Date: | |
| Dates to Exclude (dd/mm/yyyy): | | |
| Schedule (Irregular) | Dates and Start/End Times Requested for Single/Irregular Use:  Start Time:       End Time: | | |
| Group Details | Group Name: | | |
| Representative Name: | | |
| Billing Contact Name: | | |
| Phone number: | | |
| E-mail Address: | | |
| Billing Address: | | |

**Conditions of Use**

The use of RVS Facilities by local community groups is provided through Rocky View Schools. All terms and conditions outlined in AP5025 must be followed. We would like to bring your attention, and that of the group members, to the following terms and conditions in particular:

1. Applications for use of school facilities must be made in writing and submitted to the Booking Agent no less than 10 school instructional days before the date requested;
2. A Community Use Supervisor or Caretaker will be on duty to open and lock the school at the prescribed times;
3. Groups using school facilities are responsible for the conduct of all members of the group;
4. The time booked should include set up and take down, at your booking end time please leave the building promptly. Do not move into the hallways to hold meetings or socialize;
5. Do not prop any school doors open, the group must monitor the doors to accommodate any participants should late entry be required;
6. Community groups will be allowed to use only those facilities indicated on the application form and only during the times designated;
7. All equipment must be indoor equipment and must be identified on the application form and must be approved for usage. All outdoor equipment including outdoor balls, hockey sticks, nets, bats or batting/pitching machines, or any item/equipment that may cause damage to walls, floors, or any fixtures are strictly prohibited;
8. Tape, glitter, glue, dance floor wax or powder, and any hard to clean items are prohibited;
9. Basketball hoops, volleyball nets and standards or other equipment must be returned to where they were found prior to use;
10. Do not drag equipment across floors;
11. No furniture or equipment is permitted in the gymnasium unless approved and specified on the facility rental agreement;
12. Footwear that causes damage to floor surfaces is prohibited. Dirty footwear is to be removed and left at the entrance of the school;
13. No food or drinks other than water is permitted in the gymnasiums unless approved and specified on the facility rental agreement;
14. Groups may be asked to take additional proactive measures to avoid damage of RVS property;
15. No alcohol, cannabis, smoking or vaping is permitted on school property;
16. Groups using school facilities will be responsible for any damages; and
17. Groups playing or listening to copyrighted or licensed music will be required to provide proof of their SOCAN or Re:Sound license(s).

By signing below, I agree to follow all terms and conditions listed in Administrative Procedure AP5025 during the requested use of RVS’ facility(ies). I certify that the information included on this form is true and accurate.

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

**Office Use Only**

|  |  |  |
| --- | --- | --- |
| Approved | Yes | No |
|  |  |  |
| RVS Booking Agent Signature |  | Date |

*Reference(s):*

* Board Policy 22 Community Use of Schools
* AP5025 – Community Use of School Facilities and Equipment