



ASD-W Policy 407-1-A

Community Schools Coordinator – Operations
Anglophone School District – West
Email: asdw.rentals@nbed.nb.ca

Name of Organization			
Contact Name		Contact Number	
Contact Email		Contact Number (alt)	
Description of Organization (ex: Charity, Non-Profit, Business, etc)			

Description of the Activity <ul style="list-style-type: none"> ○ Summary of activity ○ Fee structure to participate ○ Special permits 													
School													
Rental Areas within the school	<input type="checkbox"/> Gym _____ <input type="checkbox"/> Library <input type="checkbox"/> Cafeteria <input type="checkbox"/> Shop <input type="checkbox"/> Classroom(s) <input type="checkbox"/> Playfield/grounds <input type="checkbox"/> Theatre <input type="checkbox"/> Other: _____												
Additional Rental Requirements	<input type="checkbox"/> Chairs (#____) <input type="checkbox"/> Tables (#____) <input type="checkbox"/> Other: _____												
Participants	<i>Estimated # of People</i> _____			<i># of Children/Youth:</i> _____ <i># of Adults (aged 21+):</i> _____									
Booking Occurrence - <i>Is it a one-time booking or a reoccurring booking?</i>	<input type="checkbox"/> One-time booking <i>Date Requested:</i> _____ _____ _____			<input type="checkbox"/> Reoccurring Booking <table border="1" data-bbox="1018 1835 1511 1892"> <tr> <td><u>M</u></td><td><u>T</u></td><td><u>W</u></td><td><u>Th</u></td><td><u>F</u></td><td><u>Sat</u></td><td><u>Sun</u></td></tr> </table> <i>First Date Requested:</i> _____ <i>Last Date Requested:</i> _____ <i>Dates to Exclude:</i> _____			<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>Sat</u>	<u>Sun</u>
<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>Sat</u>	<u>Sun</u>							
Rental Times	Start Time (The time you will need entry into the school)			End Time (The time you will be exiting the school)									



Conditions of Use

The use of school facilities by local community groups is provided through Anglophone West School District. Your cooperation is requested in observing the following regulations: (Policy # ASD-W-407-1)

1. Applications for use of school facilities must be made in writing to asdw.rentals@nbed.nb.ca no less than 14 days before the dates requested. While later requests may be considered, the availability of space and approval is limited;
2. Applications for summer usage must be made in writing to asdw.rentals@nbed.nb.ca no later than June 1st;
3. Users accessing school facilities are responsible for the conduct of all participants at the event.
4. Users will be allowed to use only those facilities indicated on the application form and only during the times designated;
5. School equipment may be used ONLY if it has been agreed to upon confirmation of booking.
6. A custodian may be required on site; this is determined at the discretion of the Superintendent or designate.
7. Users accessing school facilities will be responsible for any damage;
8. Only clean, non-marking, soft-soled shoes are to be worn in the gymnasium;
9. Food and drinks are not allowed in gymnasiums;
10. The District does not carry liability insurance for the benefit of community groups;
11. Users have read and agree to abide with all regulations under Policy ASD-W-407-1.
12. Users agree to indemnify and save harmless the Anglophone West School District and Province of New Brunswick, including employees and agents, of all liabilities, claims, actions or damage arising from the use of the school.

By signing below, you agree to uphold the **Conditions of Use** under ASD-W Policy 407-1 during your booking time.

Name of Applicant	Signature of Applicant	Date
<div><div>For Office Use Only</div><div><input type="checkbox"/> Permission of School <input type="checkbox"/> Custodian Confirmation (if applicable) <input type="checkbox"/> Confirmation Email Sent to User Group <input type="checkbox"/> Booked in shared calendar <input type="checkbox"/> Invoice Sent to User Group <input type="checkbox"/> Payment Received</div></div> <div>Notes:</div>		