



TERMS AND CONDITIONS

1. **Locked Door Policy** - Please note that school doors will remain locked. The custodian will allow access to the first person from your group **up to 5 minutes before** contract time and then it will then be the groups' responsibility to have a door monitor in place. Please monitor the door during drop-off and pick-up times. All school doors must be closed and cannot be propped open. Issues with the locked door policy could result in gym privileges being revoked at the noted school gym for the remainder of the school year.
2. **Cancellation Policy**
The Lessee must notify the Town of Stony Plain, Programs and Services Representative of any cancellations no later than five (5) business days of any booking cancellation or decrease in booking time. If adequate notice is not provided the full booking fee will be charged.
3. **Gym use terms must be met during each rental:**
 - The custodian(s) in charge of the building and their instructions **must** be followed.
 - User groups are to remain in their designated areas (ie. Gymnasium) as stated on the rental contract.
 - Groups using the gymnasium must wear appropriate footwear. Only indoor shoes with non-marking soles must be worn in the gymnasium. Soiled and wet footwear must be removed at the entrance.
 - Dismantle and return nets to designated area, in the same way they were found, if necessary.
 - No climbing or sitting on the bleachers when they are in the stored position.
 - Food and drinks are not permitted in the gymnasium, with the exception of water.
 - Alcoholic beverages are strictly prohibited on school property.
 - Any sporting equipment that could damage the gymnasium floor, including Hockey Sticks and Ringette Sticks are not permitted to be used in school gyms.
 - Lessees are expected to provide their own gym equipment with the exception of volleyball nets, basketball nets and badminton nets.
 - If any issues/concerns with school equipment, please notify the Town of Stony Plain, Administrative Assistant in Programs & Services and it will be addressed with the school board.
4. **Rental Permit Contracts** - User groups must adhere to the times listed on this booking agreement. Groups will not be allowed into the school prior to the time specified and must be out of the school at the specified time. Therefore, set up and take down of nets and standards must occur during booked time.
5. **School Activities** - Any activities taking place in the schools require pre-approval. Contravention of pre-approved activity may result in a suspension of user privileges. Use that is outside of the regular type of use must be approved Parkland School Division. Please contact the Town of Stony Plain, Programs & Services unit with this request.
6. **Facilities must be left in the same condition as they were found.** Groups neglecting this responsibility may be charged additional custodial staff costs to clean up.
7. **Not permitted on school grounds** – This is a non-smoking facility. Smoking of any kind (including tobacco, vaping & cannabis, etc.) is not permitted on school property.
8. **Person(s) signing the contract must be 18 years of age or over** and shall assume full responsibility for the function or program.



**JOINT USE
WEEKEND BOOKING AGREEMENT**
2024-2025

*Parkland School Division (No.70)
Facility Authorization*

9. The lessee shall maintain order within their group and provide proper supervision during the rental period. Children must be supervised at all times. Horseplay in and around the school will not be permitted.
10. The lessee, on behalf of the group, shall assume responsibility for any loss or damage to the school property or equipment caused by the group, its spectators, or anyone associated with the activity. Settlement regarding any damages occurring will be decided by the respective school division.
11. **Liability**
- **Continuous Use:** The Lessee shall obtain and keep in force for the current school year such insurance with coverage as may be necessary to enable the Lessee to carry out the Lessee's obligations to the Town under this agreement. If required by the Town, the Lessee shall provide the Town with a Certificate of Insurance, in a form acceptable to the Town, prior to the occupation or use of the facilities by the Lessee.
 - **Insurance:** Prior to school use, the Lessee shall obtain and keep in force for the current school year proof of liability insurance in the amount of five (5) million. Policies **must** list the following Partners as **Additional Insured**:
 - Town of Stony Plain (4905 – 51 Avenue, Stony Plain, AB T7Z 1Y1)
 - The Board of Trustees of Parkland School Division (4603 – 48 Street, Stony Plain, AB T7Z 2A8)

Please provide a proof of insurance to the Town of Stony Plain, Programs and Services by email at recreation@stonyplain.com no less than two weeks prior to your booking date if valid insurance is not already on file with the Town.

12. **Rental Fees**

The rental fees are as follows:

- Local User Group: \$50 per hour (plus GST) plus a flat rate cleaning fee of \$25 (plus GST)
- Non-Local Group: \$100 per hour (plus GST) plus a flat rate cleaning fee of \$25 (plus GST)

Payment

At the time of booking, 50% of the booking fee is due and the other 50% of the booking fee is due one month prior to the booking date. Cash, Cheque and Credit Card are accepted. Please contact the Town of Stony Plain Representative if you have any questions.

BY SIGNING AND SUBMITTING THIS APPLICATION, I hereby state the facility has been requested exclusively for the group I represent and the information provided is current and accurate.

I have reviewed, understood and agree to the above terms and conditions.

Organization Representative (Print Name)

Signature

Date



**JOINT USE
WEEKEND BOOKING AGREEMENT**
2024-2025

*Parkland School Division (No.70)
Facility Authorization*

SCHOOL AUTHORIZATION

I, as a representative of the school, confirm that the above-mentioned space is available for Joint Use on the above dates:

School Representative (Print): _____ Position: _____

Signature: _____ Date: _____

OFFICE USE ONLY

Insurance Received: _____ (Date) Policy Number: _____

Insurance Coverage Dates: _____

Insurance Emailed to PSD: _____ (Date)

Town Representative: Jocelyn Goerz, Programs and Services, Administrative Assistant
Phone: 780-963-8604; Email: recreation@stonyplain.com