



User Agreement for District Facilities

NAME OF SCHOOL:

USER GROUP:

ADDRESS:

GROUP SUPERVISOR(S)/PERSON(S) IN CHARGE:

NAME: _____ **PHONE:** _____

NAME: _____ **PHONE:** _____

Facility/Room Required		
Gymnasium	YES	NO
Classroom(s)	YES	NO
If more than one classroom required, please specify # required:		
Other	YES	NO
If other space is required, please specify:		
Fee charged (if applicable):		

Frequency of Activity		
One-time Only	YES	NO
If one-time only, date required:		
Daily	YES	NO
Weekly	YES	NO
If weekly, day of the week required:		
Monthly	YES	NO
If monthly, day and dates required.		
Time of Day Required:	START TIME	FINISH TIME

INSURANCE:

Has your group previously submitted a claim under an insurance policy? YES NO

If yes, please specify details of claim:

Date of Claim:		
Details of Loss:		
Do you currently have Commercial General Liability Insurance?	YES	NO
If yes, please provide the name of the insurance company, policy number, expiry date, and limit of liability. (Please attach a copy of the Certificate of Insurance):		

TYPE OF FUNCTION:

ACTIVITIES TO BE CARRIED OUT:

Age Range of Participants: _____

Number of Participants: _____

KEYS

By signing this document, I/we are accepting full responsibility for the key(s) to the above school/facility. It is understood that key(s) are not be copied or distributed to any parties other than those listed below. Key(s) will not be used for any purpose other than that for which they were issued as per the *User Agreement for School Facilities*.

SIGNATURE OF PERSON(S) IN CHARGE:

Signature

Date

Signature

Date

By signing the above it is understood that the attached ***Community Use of Nova Central School District Facilities Policy and Procedures*** has been read and that the user group will adhere to this policy.

SIGNATURE OF NOVA CENTRAL SCHOOL DISTRICT REPRESENTATIVE:

Signature

Date

List of Participants:

1.	
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(Please attach additional sheet if more space is required.)

Personal information collected on this form is collected under the authority of the Schools Act, 1997 for purposes related to, and necessary for, the administration and evaluation of educational programming and support services and for the operations of programs and activities. This information will be treated in accordance with the privacy protection provisions of the Access to Information and Protection of Privacy Act (ATIPPA), and the school district is required by law to protect personal information it collects. If you require further information regarding the collection and use of this information, please contact the school administrator or the Senior Administrative Officer (Corporate Services) at (709) 256-2547.