



# St. Margaret's School

## Facility Rental Agreement

Name of Organization: \_\_\_\_\_

Contact Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone (W): \_\_\_\_\_ (H): \_\_\_\_\_ (C): \_\_\_\_\_

Email: \_\_\_\_\_

Facility Rental Date(s): \_\_\_\_\_

### Liability Insurance Clause:

Groups on campus must have a current **General Liability Insurance Policy** in place that will apply to all leaders and participants while renting or staying at St. Margaret's School. The insurance policy should be a minimum of Two Million Dollars (2,000,000), inclusive per incident of possible bodily injury or damage of property. A **Certificate of Insurance** showing St. Margaret's as the additional insured is also required.

### Facilities Usage

User agrees that the use of the facility rental:

- Does not directly or indirectly contravene provisions of any law, statute, regulation, by-law, enactment, policy, or otherwise, of Canada, of the Province of British Columbia the Municipality of Saanich and of St. Margaret's School. This includes the Criminal Code of Canada, the Human Rights Act of British Columbia, the Freedom of Information and Protection of Privacy Act and other laws of general application.
- Will be used solely for conduct related to their activities and the User will be held financially responsible for any damages to the facility or loss or replacement of any equipment that is damaged or lost that may be incurred as a result of their use.
- Will be used only for the activities for which they have been designated for.

### **Sports Groups:**

Use of the school's sports equipment such as nets, balls, pads etc. is not permitted without prior approval. Rental fees will be associated with the equipment use.

### **Damage/ Cleaning Deposit:**

A damage deposit may be requested at the discretion of the School, where any excessive clean up or repair (damaged equipment, stains, dirty walls etc.) is required. User will be reimbursed by the School within 30 days following an inspection of rental space. **Food and beverages are never allowed in the computer labs or in the gyms.** A fee of \$150 per occurrence will be charged if group leaders or participants are found to have food or beverages in any of these facilities.

### **Payment & Deposit:**

**For bookings with a total fee of \$1000 or less**, all fees including GST must be paid in full at the time of booking. Payment by cheque or cash will be accepted.

**For bookings with a total fee of more than \$1000**, a **non-refundable** deposit of 10% is required upon signing the agreement, to hold your rental. **At least 30 days** prior to the facility usage all fees including GST must be paid in full.

A **damage deposit may be requested** when booking our facility. Should any damage occur to any area of our facility during your visit, an independent contractor will assess the damage and the appropriate fee will be added to your final invoice.

### **Cancellation Policy:**

**For bookings with a total fee of \$1000 or less**, if cancellation is received more than 30 days prior to the facility usage, the User will be reimbursed 50% of all fees. Cancellations made less than 30 days prior to the facility usage will not be refunded.

**For bookings with a total fee of \$1000 or more**, if cancellation is received more than 30 days prior to the facility usage, the User will be reimbursed all fees with the exception of the **10% Non-refundable deposit**. If cancellation is received less than 30 days prior to the event, the User will be reimbursed 50% of the total rental fees, less the Non-refundable deposit.

St. Margaret's students are our first priority. Therefore, the school reserves the right to cancel any facility bookings with 2 week's prior notice, and a full refund will be issued.

**Please note that the rental agreement is confirmed ONLY upon receipt of signed Facility Rental Agreement and receipt of deposit.**

**In signing,** I agree to the terms specified within this contract and the attached fee schedule, and I accept full financial responsibility for all charges incurred in accordance with the terms of this contract.

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**Date of Application**

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**Signature of Authorized Lessee**

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**Name of Authorized Signer (Print)**

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**Date of Approval**

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**Director of Finance St. Margaret's School  
(Or Designate)**