



## MEDICINE HAT CATHOLIC BOARD OF EDUCATION

1251-1<sup>ST</sup> Avenue S.W. | Medicine Hat, AB | T1A 8B4

Phone: 403 527-2292 | [www.mhcbe.ab.ca](http://www.mhcbe.ab.ca)

### APPLICATION TO RENT FACILITIES

AP 547 Community Use of Schools

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#### **RENTAL FEES:**

<b><u>School Facility</u></b>	<b><u>Occupancy Capacity</u></b>	<b><u>Youth Hourly Rate</u></b>	<b><u>Youth Daily Rate</u></b>	<b><u>Adult Hourly Rate</u></b>
Monsignor McCoy	900	\$27.50	\$110.00	\$55.00
Notre Dame Academy	705	\$27.50	\$110.00	\$55.00
Mother Teresa	527	\$13.50	\$54.00	\$27.00
École St. John Paul II	578	\$16.50	\$66.00	\$33.00
St. Francis	341	\$11.00	\$44.00	\$22.00
St. Louis	350	\$11.00	\$44.00	\$22.00
St. Michael's	300	\$11.00	\$44.00	\$22.00
St. Patrick's	489	\$13.50	\$54.00	\$27.00
St. Mary's	810	\$27.50	\$110.00	\$55.00

Name: \_\_\_\_\_ Facility Required: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Use: \_\_\_\_\_

\_\_\_\_\_ Hours of Use: From: \_\_\_\_\_ To: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Number of chairs required: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Admission to be charged: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

### **RENTAL GUIDELINES:**

1. Gymnasiums will be rented for educational and community purposes only and not in competition with public halls.
2. The number of gymnasiums available for rent during extended vacations and the months of July and August will be limited due to maintenance schedules.
3. In all cases, school activities will be given preference over applications to rent. (Rentals may be cancelled or pre-empted)
4. The number of people allowed in any gymnasium must not exceed the capacity set by the School Division in conformity with the limitations of the Building and Fire Protection By-Laws of the city of Medicine Hat.
5. The Division, in its' judgement, may refuse the use of any school and/or revoke privileges, as deemed necessary.

### **RULES:**

1. Buildings must be completely vacated by the end of the booking.
2. Unseemly conduct or failure to comply with the following stipulations will result in immediate cancellation of the approved rental. In the event that this occurs, fees will not be returned.
  - All activities conducted in the school shall be under adequate adult supervision.
  - No smoking, alcohol or illicit drugs allowed on school premises or grounds.
  - No food or beverages permitted in the gymnasiums or theatres, unless otherwise authorized by the Secretary Treasurer.
  - No floor hockey is permitted in school facilities.
3. School premises must be left in proper condition and any damage to school property by outside organizations using the school will be repaired at the organizations expense.

### **INSURANCE:**

1. All user groups must provide a copy of their certificate of insurance from an insurer licensed in Alberta demonstrating Comprehensive General Liability Insurance covering claims for personal injury, death or property damage covering claims for which such group is in law responsible to a limit of not less than \$2,000,000 (two million dollars) inclusive per occurrence in a form acceptable to the division.

The division retains the right to require more insurance based on the nature of the activities.

**Certificate to be provided to the Division Office – Attention Facilities and Operations.**

### **ADDITIONAL FEES AND PAYMENT REQUIREMENTS:**

1. Once the application has been approved, payment will be required prior to use of the facility.
2. Whenever a facility is rented, a custodian or security personnel must be on duty, unless otherwise authorized by the Secretary Treasurer.
3. Fees will be paid directly to the School Division. The Division will remunerate the employees concerned.
4. Fee charges for division staff shall be as follows:
  - **Custodial fees - \$26.50 per hour** (please note that a minimum of 30 minutes prior and 30 minutes after the event will be charged for opening and closing duties.)

**TOTAL RENTAL FEES:**

Rental Fee: \_\_\_\_\_ Rental fee ( \_\_\_\_\_ hrs. x \$ \_\_\_\_\_ /hr. \$ \_\_\_\_\_

Custodian Fee: \_\_\_\_\_ Custodial fee (\$53 hrs. + 1hr open/close) = \_\_\_\_\_ hrs. x \$53/hr. \$ \_\_\_\_\_

**TOTAL COST:** \_\_\_\_\_

**\*All cheques are to be made payable to MHCBE and dropped off at the Division office located at 1251 1<sup>st</sup> Ave SW. Attn: Facilities and Operations.**

Date: \_\_\_\_\_ Phone No: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Rental Approved: \_\_\_\_\_

Signature of School Principal

Rental Approved: \_\_\_\_\_

Signature of Secretary Treasurer