



Outma Sqilx'w Cultural School

RR #2, Site 75, Comp. 17

Penticton BC

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Procedures for Rental of School Facilities Policy DRAFT

Booking a Facility Rental

1. The School Gymnasium, Kitchen and Language and Cultural Room with associated use of the main entrance, hallway and bathrooms will be available for rent to responsible organizations for recreational programs, educational events, meetings and special events (Priority of rental in this aforementioned order).
2. Rental Areas will normally be available for Facility Rental on school days from 5:00 pm to 9 pm and on weekends between 8:30 and 5:00 pm. This time is inclusive of the total activity, including any setup, and the ending time shall be the time the Facility Rental group clears the school. These areas will not be available for rent during instructional hours.
3. Outma Sqilx'w Cultural School functions, which are extensions of regular school activities, have priority over rental by outside groups and will be scheduled on a monthly basis.
4. Facility Rental will be approved by and made through the OSCS Administration Front Desk. Thirty days advance notice is preferred for booking. OSCS Administration's approval or disapproval of the Facility Rental will be final.
5. Organizations wishing to view the Rental Areas must make a prior appointment with the OSCS Administration for this purpose.
6. The Facility Rental charges are \$ 30 per hour (or fraction thereof) for either the Gymnasium or Language and Cultural Room. An additional \$15.00 hour is charged if your group requires use of the kitchen.
7. The Facility Rental Agreement with the renting organization and Rental Permit will confirm all Facility Rentals.

Facility Use

1. An OSCS caretaker must be on duty during all Facility Rentals. The OSCS Principal may authorize school-based staff to use the Rental Areas, as a regular extension of the school program, without a caretaker being on duty.
2. The OSCS caretaker will be responsible for:
 - a. Seeing that the Renting Organization has access to the building and designated Rental Areas; supervisors to be allowed access 15 minutes prior to the Facility Rental time.
 - b. Making designated equipment available as per the Facility Rental Agreement.
 - c. Reporting on damages, loss or inappropriate behavior or activities of the Renting Organization.
3. Caretakers will have the authority to protect OSCS facilities, equipment, and materials and ensure the Renting Organization does not violate fire safety and OSCS regulations.
4. All Renting Organizations shall designate, prior to usage time, a person to act as a supervisor for the activity. This person shall be directly responsible for the safety and the whole conduct of the organization's individuals as well as the organization as a whole. Supervisors of the activities shall make themselves known to the OSCS caretaker at the time of Facility Rental.
5. Smoking is not permitted in school buildings or on school property.
6. OSCS officials shall have the right to visit and inspect the Rental Areas during any Facility Rental for which a Rental Permit has been granted.

7. OSCS reserves the right to cancel any Rental Permit at any time if the conduct of those using the building or equipment is not satisfactory or is deemed to be causing harm to the school or if school-based (instructional or outreach related) initiatives conflict with the Facility Rental.
8. All Renting Organizations must ensure that participants in their programs use appropriate equipment and wear footwear that is not harmful to the floor.
9. If any stage or other equipment is brought into the school building, it must be delivered and removed outside of instructional hours.
10. Limited gymnasium equipment in the school may be made available where specified on the Rental Permit.
11. OSCS is unable to provide storage for any items belonging to a Renting Organization.
12. OSCS will not permit Facility Rental for liquor-related functions.

Responsibility and Indemnification

1. Responsibility for protection of OSCS property and prevention of damage to equipment shall rest entirely with the Renting Organization using the facilities.
2. The Rental Organization shall be responsible for any damages, loss, and/or costs to the facility or equipment, resulting from the use of the school.
3. The Renting Organization agrees to indemnify and hold harmless Outma Sqilx'x Cultural School, Administration and Staff from all claims, demands, proceedings, losses, damages, liabilities, costs and expenses.

Insurance

1. All Renting Organizations must provide a Certificate of Insurance to OSCS evidencing adequate liability insurance coverage.

NOTES:

Please ensure that you leave the space in the same or better condition than it was rented to you.

To ensure that longevity of our Gymnasium Floor, the following activities/clothing is not allowed:

- Stilettos and black-soled shoes
- Floor Hockey with wooden sticks or plastic sticks

OSCS Facility Rental Agreement

Renting Organization: _____

Primary Contact Information

Name: _____

Position in Organization: _____

Contact Number (s): _____

Email: _____

Mailing Address: _____

Facilities Requested

- Gym
- Kitchen
- Language and Cultural Room
- Other

Rental Activity/Use Information

Description of Rental Activity/Use:

Age of Participants: _____ Number of Participants: _____

Dates and Times Requested

Date	Start Time	End Time

Total Time _____ x Rental Fee per hour _____ = _____ Total Rental Fee

By Signing below I agree that I have read and understand the terms and conditions stated in this Facility Agreement.

Name:	Signature:	Date:
Witness Name:	Witness Signature:	Date:

Please make cheques payable to **Outma Sqilx'w Cultural School**