



## FACILITY AGREEMENT FORM FOR HRSB RENTAL CLIENTS

By signing this form, I confirm that I have read and understand that my organization/group must adhere to all the rules and regulations listed on this agreement, and those that are included in the "Procedures for Scheduling HRSB Facilities" document. Failure to do so gives the HRSB and the Facility Scheduling Office permission to terminate my Facility Rental Contract.

The HRSB recommends that all groups have current insurance. The Board is not liable for any injury, loss or damage to any member of the rental group by any cause whatsoever during their use of the premises except such caused solely by the negligence of the board. Clients are responsible for communicating this information to their members/participants.

All applicable fees must be paid in advance of usage and at the time that your contract is signed. In certain circumstances, the option of a payment plan may be available. Overdue Accounts **will** result in your account being frozen and sent to collection. You will lose your booking privileges and historical use of facilities immediately.

**Groups will not gain access into the building until their appropriate leader arrives.**

Groups are to enter and exit by the main doors only or by the door that is designated for use at the time of your booking in the facility.

**The doors will be open ten (10) minutes before your booking** to allow groups to enter and then the doors will be locked. Groups should only be in the building during their own time slot.

**Groups are to be in the designated areas of the school only. THE REMAINDER OF THE SCHOOL BUILDING IS OUT OF BOUNDS.**

Any persons in the building associated with your group are the responsibility of the designated group leaders/coaches.

**Any and all damages** incurred by the group to the rental space/school property are the responsibility of the contract holder.

Proper indoor equipment (i.e. baseballs, softballs, lacrosse balls, sticks, etc.) **MUST** be used by groups when renting gym space. **NO OUTDOOR equipment is to be used in the gyms.**

**NO OUTDOOR FOOTWEAR IS PERMITTED IN THE GYMS OR LOCKER ROOMS.** Proper recreational indoor footwear is required. Cleated shoes and/or cadet boots are **NEVER** to be worn in the building at any time.

It is important to note that **groups are renting "space" only.** Storage space and equipment is **not** provided with your booking. Showers are also **not** available for use with your booking. Table and/or chair requirements may be arranged for upon contract confirmation. Please refer any inquiries to your Facility Scheduler.

**Food, pop, juice or coffee/tea are NOT PERMITTED** in the gym, locker rooms or stage area. Only water bottles are permitted.

**For events requiring grouped seating, chairs must be set up in 'ganged' rows by Halifax Regional School Board Custodial Staff. Additional charges may apply.**

**Any furniture (tables, chairs, etc.) set up by groups for their use is to be put back where the rental group found them by the client prior to leaving the building. Groups must use a portion of their rental time to put the items away; not the time of the group that is coming in after them.**

**Clients may be required to provide a list of team/league schedules per facility being booked to them to confirm use.**

Rental Client: \_\_\_\_\_

Facility Scheduling Staff: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_