



SCHOOL FACILITY BOOKING FORM
 Parks & Recreation Department
 Canada Games Centre / Fax: 668-8675 / Phone: 633-8518

**SPECIAL PERMISSION
 REQUIRED**

Organization: _____ **Activity:** _____

Age of Participants: _____ **# of Participants:** _____ **Will you be charging an admission fee:** Yes No

Main Contact: _____ **Phone (day):** _____

Email Address: _____ **Phone (eve):** _____

Mailing Address: _____ **Postal Code:** _____

	Request for School Use (please print clearly)	Confirmed To be completed by the Parks & Recreation Dept.	The School is NOT available on the following dates: *All Statutory Holidays, Christmas, Spring & Summer Breaks. *See Special Events School Calendar
School			Occupancy Fee (if applicable) Make cheque payable to Territorial Treasurer # of days x cost \$ per day:
Area Required			
Circle Day/s Required	Mon Tues Wed Thurs Fri Sat Sun		
Starting Time			
Finishing Time			
Starting Date			
Finishing Date			

Additional Information: _____

I hereby agree to comply with all rules, regulations and procedures as established by the Parks & Recreation Department, Department of Education and the School on behalf of my organization.

Signature of User Group Contact: _____ **Received Proof of Insurance:**

Authorized Signature for SPECIAL PERMISSION: _____

Signature of City Representative: _____ **Date Received by Parks & Recreation:** _____

To be completed by the Parks & Recreation Department

Date: _____ **Key Return Date:** _____ **Security Code:** _____

Key/Card Issued To: _____ **Key/Card #(s):** _____

Key Deposit: \$ _____ **Payment Type:** _____ **Holding** **Deposited**

\$500.00 Damage Deposit Received **Payment Type:** _____ **Holding** **Deposited**

Key/Card Returned: _____ **Summer Key Return Date:** August 31 **Fall/Winter Key Return Date:** June 30

Key/Card Deposit Refunded *All keys/cards must be returned by these dates or deposits will be forfeited*

Summer Booking Deadline: May 1 **Fall/Winter Booking Deadline:** June 1

RULES FOR SCHOOL USE
(After-hours trouble calls, please call 667-2111)

General School Use

1. The designated main contact for a user group shall be responsible for ensuring that:
 - a) Designated parking/emergency vehicle access is maintained at all times;
 - b) Security matters are dealt with;
 - c) Adequate supervision is in place at all times;
 - d) No school equipment shall be used unless prior approval has been received from the School Principal;
 - e) All equipment is returned to its proper place;
 - f) Clean up arrangements have been made;
 - g) Garbage is placed in proper recycling receptacles;
 - h) Floors are swept/mopped at completion of the activity;
 - i) Tables, chairs, and desks are returned to their proper place; and
 - j) Lights are turned off.

Access

2. Persons entering a facility outside of the hours during which they are booked to enter the facility will be considered trespassers and will be dealt with accordingly.
3. The designated main contact for the user group or governing body is responsible for the ingress and egress of members and/or spectators from an activity, event, or program.
4. The designated main contact shall supervise the doors of the facility until all authorized persons have entered and then secure the door. **Facility doors are to be secured at all times.**
5. Corridors and classrooms that are not specifically authorized for use are out of bounds to users.

Supervision

6. The designated main contact for the user group or governing body is responsible for the supervision of their organization's members or spectators of the event being conducted.
7. Where it is deemed necessary by the booking authority or school principal, a user group or governing body may be required to provide on-site supervision (exclusive of coaches, referees, or custodians) such as a User Group Host and/or additional security or custodian(s) for an activity, event, or program.
8. Children must be supervised by an adult at all times.

Schools

9. Outer footwear must be removed at the entrance to the school.
10. Only shoes with non-markings soles (white or clear-soled running shoes) are permitted in the gymnasium.
11. Food and beverages are not permitted in gymnasium.
12. No advertising in connection with any recreational activity or production is to be displayed or affixed to any part of school grounds or premises without prior authorization from the school principal.
13. **Smoking is not permitted** in school buildings, facilities, on school grounds or in vehicles carrying students under the age of 19 for school sponsored events or on school grounds. This is in compliance with territorial legislation passed May 2008(S4)(3).

Damages and Losses

14. The organization or governing body using a facility shall be responsible for all damages or losses to the facility as a result of the user's acts or omissions during their period of use. This includes acts by unauthorized persons who may have entered the facility due to the lack of security by the organization or governing body during or after the period of use.
15. The main contact person for the user group or governing body shall report any damage to the Parks and Recreation Department of the City of Whitehorse. Damages will be assessed and the organization will be charged, if applicable.
16. If the actions of the user group result in a security call out, the group or its governing body may be billed for the associated costs.
17. The organization or governing body shall be responsible for any lost or stolen items belonging to the members of the organization.

Cleaning

18. The designated main contact for the user group or governing body shall ensure that the facility is left clean for the next user group.
19. If the premises are left in an unacceptable condition as determined by the facility owner, the organization will be charged for janitorial services needed to clean the facility.