

RENTAL GUIDELINES

2016-2017

General

1. Edmonton Public Schools reserves the right to control the type of activities and equipment permitted in school facilities.
2. School doors will be unlocked 15 minutes before the rental start time, and locked 15 minutes after the start time. Groups failing to report during this time will be considered no-shows. Groups will still be held accountable for the full rental cost as well as a \$25 cancellation fee.
3. Custodians present during the rental are the designated on-site facility representatives and school authority.
4. **The school on-site facility representative and a group representative MUST inspect the rental space before and after the booking.** Rental groups will be required to pay for repairs to all damages assessed to them by the school.
5. School staff will distribute equipment to the group only at the beginning of the booking, and only the equipment that is indicated on the rental permit.
6. Groups must vacate the school at the assigned rental end time. All equipment and participants should be out of the designated area promptly at the end of their assigned time, to ensure the next group can begin their rental on time. Groups whose events run past the agreed end time may be charged a penalty.
7. **Tobacco use and alcohol is prohibited anywhere on school property.**
8. Groups who misrepresent themselves and/or their activity will have their rental agreement cancelled and will be prohibited from future rentals.
9. No food is allowed in gymnasiums. Schools may designate other areas in the school where food is acceptable.
10. Access will be restricted for any group with outstanding accounts.

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11. Groups using school facilities must provide on-site supervision of all program participants by an adult. At the time of the rental, the group representative, will:
- a. make himself/herself known to the appropriate school staff member on duty,
 - b. assume responsibility for the behavior of participants and protection of the school,
 - c. enforce all regulations identified as being the responsibility of the group by the booking agent,
 - d. ensure doors are not propped open in order to prevent unauthorized people from entering the building,
 - e. restrict access to spectators and assume responsibility for their conduct,
 - f. limit activities to the assigned area and restrict program participants to these areas, and
 - g. ensure that the specified time is adhered to, and all program participants vacate the building promptly at the agreed end time.

Liability

Edmonton Public Schools is not liable for damages or injuries incurred or caused by renters and their participants on the premises.

All items renters bring onto the premises during the rental will be brought at the sole risk of the group. Edmonton Public Schools is not liable for loss or damage resulting from items brought in by the group.

All rental groups must carry general liability insurance. Proof of insurance may be requested at any time.

Cancellations

All cancellations must be phoned in (780-429-8540), faxed in (780-429-8471) or emailed to the booking agent (rental@epsb.ca).

All cancellations and permit changes (any change that would result in the reissuing of a permit) will be subject to a \$25 fee.

Groups must cancel a booking within 5 working days' notice before the rental date to be eligible for a full refund for that rental date.

Groups who cancel with **more** than 5 working days' may be subject to a \$25 cancellation fee.

Groups who cancel with **less** than 5 working days' notice will be required to pay a \$50 cancellation fee.

Consideration will be given to cancellations due to inclement weather (e.g., severe snowstorms) provided that the group notifies the booking agent by noon on the day of the booking.

Groups who do not cancel and fail to arrive 15 minutes before through 15 minutes after the start time on the rental agreement must forfeit 100% of the paid rental cost plus the \$50 cancellation fee. If a group shows up more than 15 minutes late for the agreed rental time they may be turned away at the discretion of the designated school authority.

Rental groups can be cancelled at any time during the event if the conduct of the group is deemed unsatisfactory by District staff.

For additional information, please contact:

Rental Services at 780-429-8540 or email rental@epsb.ca