



- 1 | A facility use permit will be provided in accordance with Board Policy (non-profit groups only). Facilities shall be used in accordance with the times and areas stated on the permit.
- 2 | Materials distributed by public or external groups or individuals at school facilities or properties or activities carried out by public or external groups or individuals at school facilities or properties, whether during or outside instructional hours, shall reflect and give effect to the diverse nature and heritage of society in Alberta, promote understanding and respect of others, honor and respect the common values and beliefs of Albertans and uphold the values of the Canadian *Charter of Rights and Freedoms*. Without restricting the foregoing, such materials and activities shall not promote or foster doctrines of racial or ethnic superiority or persecution, religious intolerance or persecution, discrimination on the basis of race, national or ethnic origin, color, religion, sex, age or mental or physical disability or social change through violent action or disobedience of laws.
- 3 | All Permitted Rental Groups must comply with the Freedom of Information and Protection of Privacy Act (FOIP Act) and will not use any posted or personal information for any purpose while accessing the school facilities.
- 4 | All rental groups, other than school- sponsored on AR 8004, will require a Commercial General Liability insurance policy. Approved insurance policy or certificates contain:
  - a. Commercial General Liability insurance policy with limits of not less than Two Million Dollars (\$2,000,000) per occurrence.
  - b. Such policy should include Tenant's Legal Liability with \$250,000 minimum.
  - c. Such policy should be endorsed to show "The Calgary Board of Education" as an additional insured with 30 days cancellation notice.
  - d. The additional insured "Calgary Board of Education" address is 1221 - 8 Street SW, Calgary, AB T2R 0L4.
  - e. The policy should not have a participant's exclusion.
- 5 | All groups must have a valid permit with them during bookings.
- 6 | Groups may access school facilities 15 minutes prior to the start time indicated on permit and must leave facility by the end time indicated on the permit. The time booked on the permit should include set up and take down.
- 7 | Entrance doors are locked 15 minutes after the booking begins. The group must monitor the doors to accommodate participant's access should late entry be required. Only provide access to individuals known to belong to your group.
- 8 | Suspicious activities should always be reported to facility operator or, if appropriate, to police.

- 9 | For the safety of all children, parents/guardians dropping off minors at a school must ensure that the school is open, and a supervisor is present before departing.
- 10 | Whenever members of the public are using a school facility, a caretaker must be on duty.
- 11 | Board officials shall have the right to visit and inspect any programs in the school for which permits are granted.
- 12 | Areas shall be cleared of any material brought into the school and will be kept and left neat and tidy. No school equipment or materials are to be used, moved, or disturbed unless stated on the permit.
- 13 | Smoking/alcohol is not permitted in School facilities or grounds.
- 14 | Should there be any damage to school facilities or equipment by the group, the Calgary Board of Education (CBE) Rental Office must be notified. The users will be responsible to pay all repair or replacement costs. Do not put any tape down on the floors. Groups will be responsible for damage to school floors caused by taping, including the cost of repairs.
- 15 | Should a special school function require the facility on a night or nights the facility is booked by the group, the group will be notified and changes will only be made with consent of both parties involved.
- 16 | Outside groups wishing to view the areas they are booking must make a prior appointment through the CBE Rentals Office.
- 17 | Rental fees for the facility, in accordance with Board policy, will be paid following invoicing. Five percent GST will be added. Cheques will be made payable to the Calgary Board of Education and sent to:  
Calgary Board of Education  
Accounts Receivable  
1221 – 8 St SW  
Calgary, AB T2R 0L4  
Please reference your invoice number on the cheque.
- 18 | All groups using school facilities must ensure that participants in their programs use appropriate equipment and foot wear which is not harmful to the gym floor (this includes spectators).
- 19 | The Board assumes no responsibility with respect to permits required by government agencies (e.g., gambling permits for bingo etc.). It is the group's responsibility to obtain such permits.
- 20 | The Board reserves the right to cancel any permit at any time if the conduct of those using the building or equipment is not satisfactory or if the Board's policies and regulations are not adhered to.