

**LETHBRIDGE SCHOOLS - JOINT USE AGREEMENT
CONDITIONS OF USE**

1. Each community group is responsible for checking their own contract for accuracy and communicating the details to their members. Please check your contract carefully.
2. Use of school facilities shall be confined to the area(s), date(s) and time(s) stated on the contract. **All changes** must be made through the Booking Office (403-320-3011). Contracts are required and non-transferable.
3. Community groups must specify at the time of booking, all facilities and equipment required to conduct their activity. **Groups are responsible for providing their own balls and activity equipment.**
4. Unless otherwise specified, **doors will be open 10 minutes prior** to the activity. Groups must vacate the premises **10 minutes** after the termination of their booked time.
5. Schools may lock the facility after the activity time begins as a security precaution. At no time should groups prop open an outside door that is locked.
6. Each group shall name one person and an alternate to be responsible, and either may sign the rental sheet.
7. Community groups must assume responsibility for providing adequate supervision before, during and after their booking. Children should not be left at the school unattended or unsupervised. Also, please inform parents that siblings of participants should not be left unsupervised at the school. Groups must also assume responsibility for facility cleanliness, and general order while they are using the facilities.
8. Participants **must wear gym shoes** that do not mark or damage gymnasium floors.
9. Alcoholic beverages or liquors of any description shall not be permitted on school property.
10. Smoking in school buildings and on school grounds is prohibited (By-Law 3896).
11. Should there be any damage or breakage to school facilities, the group or agency responsible for that time period shall pay any repair or replacement costs and assume responsibility for the actions of the members.
12. Any community group utilizing school facilities assumes full responsibility for the health and safety of all activity participants. It is expected that each group carries liability insurance for their participants.

13. In case of an accident resulting in injury to a person, or damage to a property, it must be reported to Recreation & Culture (403-320-3011). Voice mail is available for use after office hours.
14. **Special school functions have priority** for use of facilities. It is understood that the group will be notified in advance and will not use the facility on these dates.
15. All "**no shows**" (users who do not show up at the facility they have booked) will be charged the regular rental. A flat rate charge of \$20 will apply to youth groups.
16. Community users **must provide at least 48 hours notice of cancellation of booking** or a rental charge will be levied, plus possible suspension of further bookings. This is necessary to give the caretaking staff at the school enough notice. **Note:** Recreation & Culture hours are 8:00 – 4:30 weekdays. Cancellations **must be received by staff** a minimum of 48 hours before bookings. Eg. Monday cancellations must be received on Friday before noon (most schools close at noon on Fridays).
17. An **administration fee** of \$20.00 may be levied for booking changes, additions and cancellations if **less than two weeks'** notice is provided.
18. The City of Lethbridge and/or the School Districts reserve the right to alter or change any or all provisions of the contract or to cancel it in its entirety at any time. Notice of such action shall be given to the community group concerned.
19. **Concerns/Changes:**

Users who have a general question or wish to change a contract are requested to contact the Booking Office (403-320-3011). Voice mail is available for use after office hours.

Users who have concerns or to report injuries/damage are requested to contact Recreation & Culture (403-320-3011). Voice mail is available for use after office hours.
20. Cell phone use is **NOT** permitted in dressing rooms.