

## Halton District School Board Conditions of Use

1. The Halton District School Board (“The Board”) or its designate reserves the right to revoke this agreement and preclude the use of the facilities and/or equipment described hereon. If the Board or School requires a facility, every effort will be made to give adequate cancellation notice.
2. Failure to comply with any conditions listed herein will automatically render the rental contract VOID.
3. The Board prohibits food and beverages in gymnasiums and auditoriums.
4. The Board prohibits alcoholic beverages in schools or on school property.
5. The Board prohibits smoking in schools or on school property.
6. The Board prohibits tables and chairs to be set up in hallways as per Ontario Fire Code. All aisles and exits must remain free from obstructions.
7. The organization, if not incorporated, acknowledges that its directors and organizers are personally responsible for the activities carried on by the organization.
8. The Board prohibits amusement devices unless registered and inspected by the Technical Standards and Safety Authority. The vendor of any device shall be licensed by the TSSA.
9. The signed rental contract must be remitted at least 14 days prior to the use date(s) indicated, accompanied by a cheque(s) payable to the Halton District School Board in the full amount of the rental charge, or terms indicated (ie, a series of post-dated cheques for long term rentals). All cheques must reference the Rental Contract/Invoice #.
10. Changes/additions to an issued rental contract may be made by means of a written request with 10 working days notice to the Rental Coordinator. Amendments are subject to an administrative fee.
11. Issued rental contracts may be cancelled by means of a written request with 10 working days notice to the Rental Coordinator. Associated administrative fees will be applied. Cancellations with less than 10 working days notice will not be refunded or rescheduled.
12. NSF cheques are subject to a \$25.00 fee and may jeopardize future rental requests.
13. Rental Contract Holder:
  - Agrees to indemnify and save harmless the Board from all losses, claims, demands, costs, damages, suits of whatever nature or kind which may arise as a result of the use by the rental contract holder, its servants or agents, of the facilities rental contracted.
  - Will provide proof of comprehensive liability insurance in the amount of at least Two Million Dollars (\$2,000,000.00) per occurrence. Certificate of insurance and name/address of permit holder must be identical. The insurance policy must add The Halton District School Board as an Additional Insured.
  - Will be at least 18 years of age.
  - Will be responsible for and compensate the Board for any equipment losses and damage to the school premises and/or property caused or resulting during the period of use.
  - Will ensure participants using gymnasiums for sports activities will wear footwear that will not mark or damage the floor.
  - Will ensure participants use plastic hockey sticks only and blade to be wrapped to protect flooring.
  - Will be responsible for any fee charged for a false fire alarm caused by any participant in the group
  - Will not use hard balls or bats; conduct batting practice or use pitching machines in gymnasiums.
  - Will provide adequate adult supervision.
  - Will be responsible for assigning someone to the door for late arriving participants. Doors are not to be propped open. Doors are generally unlocked 10 minutes before and locked 10 minutes after rental start time.
  - Will review all fire alarm procedures prior to the occupancy of the building and will advise all its supervisory personnel and participants as to the proper procedures in the event that a fire or fire alarm occurs.
  - Will review Asbestos Register and floor plans of the locations of asbestos or other hazardous materials with Head Custodian or designate.
  - Will review the Drinking Water Regulation 243/07 Program binder with Head Custodian or designate to obtain the annual lead content test results and review the Board’s water flushing practices.
  - Will restrict activities to the room(s) and dates stated on the rental contract. Access to other areas of the school is prohibited. The building custodian is not authorized to permit the use of additional rooms or equipment not indicated on the permit.
  - Will not exceed occupancy of facilities authorized for use on the date(s) specified.
  - Will not bring, or retain on Board premises, any products or materials (ie, pyrotechnics, smoke/fog machines) that may pose a fire risk or conflict with the regulations of the Fire or Public Health Departments.
  - Will not operate, adjust or interfere with any electrical or mechanical devices.