

Form 550-1

v. 2022

APPLICATION FOR THE USE OF SCHOOL FACILITIES

Name of School:	
Name of Applicant:	
Address (in full) :	
Person Making Application:	
Telephone Number:	
Applicants Email Address:	
Person Supervising:	
Telephone Number:	

School Facilities Requested

- ☐ Gymnasium ☐ Classroom(s) ☐ Library ☐ Kitchen ☐ Cafeteria
- ☐ Stage ☐ Courtyard ☐ School Fields ☐ Other (Please describe) _____

Type of Organization:

- ☐ Adult Event ☐ Youth (For Profit) ☐ Youth (Non Profit)

Start Date Requested _____ End Date Requested _____

Please identify the following for each day of the request (attach additional sheets if necessary):

Date	Start Time	End Time	Total Hours (A)	Rate for Group (B)	Fee Assessed (A x B)

Principals may assess a daily maximum but may also negotiate a monthly or yearly use schedule.

Exact Use to be Made of Premises or area:

**** All fees to be paid in advance or the beginning of each month for long term users.**

**** A caretaking fee will be charged if required. (\$30 per hour - minimum 3 hours)**

**** A damage deposit may be collected at the discretion of the Principal.**

**** Certificate of Insurance is required by the user group. (Minimum of \$2 Million Liability)**

Declaration

I/we have read [Schedule 550-1 Facility Rental Terms and Conditions](#) pertaining to the use of the premises indicated above and agree to abide by the same and to indemnify and hold harmless the Wolf Creek Public Schools from any actions, causes of action or suits arising from my/our use of the premises.

Signature of Applicant _____ Date _____

Principal's Statement

This application ☐ is approved ☐ is not approved.

Fee: _____ Hours X Rate \$ _____ X 5% GST (if applicable) = \$ _____

Damage Deposit Required \$ _____

Additional Caretaker Fees may be assessed, and GST (if applicable) will be charged on all rental amounts.

I hereby certify that the above premises are available at the time and date requested above.

Signature of Principal _____ Date _____

Copy of rental agreement will be submitted to:

1. the Facilities Department (facilities@wolfcreek.ab.ca), and
2. the Business Services Department (finance@wolfcreek.ab.ca)