



Chalo School Facility/Equipment use Form

We would like to ensure that the person(s) using the facility understand and acknowledge the following with an initial.

It is the borrower's responsibility to contact Capital Works for set up and takedown. All referrals must be approved 1 week prior to the event and we require confirmation of this.

It is not the job of Chalo School janitors to clean up after events. Please leave rooms as they were found. It is the borrower's responsibility to remove garbage unless otherwise organized with Capital Works and we require confirmation of this.

As per Chalo School policy, there is to be no smoking, vaping, or any use of drugs/alcohol on school grounds.

The School runs a breakfast and lunch program and we don't lend out the culinary kitchen. We can bring the warmer up to the small kitchen if needed.

It is the responsibility of person(s) filling out these forms to keep participants in the area of the activity. You are responsible for the safety of everyone attending your event.



Chalo School Facility/Equipment use Form

It is the borrower's responsibility to contact Capital Works for set up and takedown. All referrals must be approved 1 week prior to the event.

Organization/Department/Person: _____

Person(s) Responsible: _____ Contact # _____

Description of Function: _____

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

Will you need a code to access the building? _____ Will you need a key to access the building? _____

Signature at pick up _____ Dated: _____ Init. _____

Signature at return _____ Dated: _____ Init. _____

Room/Space being Requested:

<input type="radio"/> Gym	<input type="radio"/> MPA	<input type="radio"/> Culinary Kitchen NOT AVAILABLE	<input type="radio"/> Small Kitchen	<input type="radio"/> Trades Building
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Equipment Requested:

<input type="radio"/> Table(s) #	<input type="radio"/> Chair(s) #	<input type="radio"/> WIFI
<input type="radio"/> Portable TV	<input type="radio"/> Speaker	<input type="radio"/> Mic
<input type="radio"/> Projector	<input type="radio"/> Projector Screen	<input type="radio"/> Food Warmer
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

***It is not the job of Chalo janitors to clean up after events. Please leave rooms as they were found. Garbage is the borrower's responsibility unless otherwise organized with Capital Works.**

***As per Chalo School policy, there is to be no smoking, vaping, or any use of drugs/alcohol on school grounds**

Signature of Borrower

Date

Principals Signature – Approved

To be completed promptly at the end of your program/event:

- Disinfect table tops
- Disinfect chairs / Stack neatly
- Disinfect Kitchen; countertops and appliances.
- Wash and put away all dishes
- Empty all garbage bins and wipe down; if necessary
- Sweep and mop

Person(s) responsible for clean up: _____

The Janitors are not responsible for your event/program clean-up, please help us keep our facilities clean.

The user agrees that there is no warranty expressed or implied on the part of the Fort Nelson First Nation (FNFN) as to the suitability or condition of the school premises or equipment hereby demised and that the user accepts the said premises or equipment at his/her own risk and that the user covenants to indemnify and save harmless the FNFN from all losses, costs and damages which may arise as a consequence either directly or indirectly of the granting of this use. The user agrees to indemnify the FNFN for any loss damage to the FNFN's equipment to which it relates. The user understands and agrees that this use may be revised or cancelled at any time with or without cause and that in the event of such revocation or cancellation there should be no claim or right to damages, or reimbursement on account of any loss, damage or expense whatsoever. The party signing must be over 19 years of age.

I/we being the authorized representative/s of the above organization, hereby agree to the conditions printed on this page and on page 1.

Signature

Date

**In case of emergency please call Rhonda Kotchea at:
250-775-0670**



Chalo School Facility/Equipment use Form

Capital Works Request Form

1. Event Information:

- **Event/Project Name:** _____
- **Location/Venue:** _____
- **Date(s):** _____
- **Start Time:** _____
- **End Time:** _____

2. Request Details:

- **Services Required** (*Check all that apply*):
 - Setup
 - Cleanup
 - Chairs and Tables Setup
 - Chairs and Tables Takedown

3. Contact Information:

- Contact Person Name:** _____
- Phone Number:** _____
- Email Address:** _____

Signed by Capital Works _____

*****Please return to Chalo once signed