



APPLICATION FOR USE OF CHALO SCHOOL FACILITIES, GROUNDS AND EQUIPMENT

NOTE: Your application will not be considered if this form is not completed in full.

Please call Chalo School prior to booking to ensure the building is available.

User groups are required to ensure Elders have access to the main entrance.

NAME OF ORGANIZATION REQUESTING FACILITY: _____

PERSON RESPONSIBLE: _____

DESCRIPTION OF FUNCTION: _____

START DATE: _____ **END DATE:** _____

DAY/S OF THE WEEK: _____

HOURS OF USE: _____ **TO:** _____ **FROM:** _____

ROOM/S REQUESTED: _____

EQUIPMENT REQUESTED: _____

NAME OF MONITOR: (If you are planning to use the main entrance) _____

CLEAN UP PLAN: (Chalo School custodial staff do NOT clean after user events.) Toilets, floors, kitchen, etc., must be cleaned by the user group or arranged to be cleaned by the user group. The user group must supply the cleaning materials. Expectations for cleaning can be found on page two. The facility will be inspected by the Principal after the event. Any additional cleaning, as determined by the Principal, will be charged to the user.

PERSON RESPONSIBLE FOR CLEAN UP: _____

CLEAN UP DATE & TIME: _____

The user agrees that there is no warranty expressed or implied on the part of the Board 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 own risk and that the user covenants to indemnify and save harmless the Board 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 Board for any loss or damage to the Board's equipment to which this use 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 on behalf of the User(s) 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 two.

Signature of Borrower

Date

Principal Signature - Approved

User groups must inspect facilities/grounds to ensure they are safe prior to use. Please report any safety concerns immediately to the principal at 250.774.7651.

USER CLEANING DUTIES AND RESPONSIBILITIES

TO BE COMPLETED PROMPTLY AT END OF THE EVENT.

- | | | |
|-----|--|-------|
| 1. | <input type="checkbox"/> Empty all wastebaskets and garbage receptacles.
<input type="checkbox"/> Damp wipe, when necessary. | DAILY |
| 2. | <input type="checkbox"/> Sweep and/or dust, remove rubber burns and other spots; all floors, including stairs and landings, hallways, mud rooms, and gymnasium. | DAILY |
| 3. | <input type="checkbox"/> Vacuum entrance mats and hallways. | DAILY |
| 4. | <input type="checkbox"/> Wash with germicidal detergent all toilets, urinals, hand basins, base of toilets, toilet seats (both top and bottom), mirrors, and floors. All sanitary and waste receptacles are to be emptied, cleaned/replace liners. | DAILY |
| 5. | <input type="checkbox"/> Spot clean with germicidal detergent: all doors, hardware, knobs, jambs, and facing as necessary. | DAILY |
| 6. | <input type="checkbox"/> Clean water fountains with germicidal detergent. | DAILY |
| 7. | <input type="checkbox"/> Damp wipe table tops. | DAILY |
| 8. | <input type="checkbox"/> If required, damp mop thoroughly all: hallways, mud rooms, stairways, gymnasium, and all other auxiliary rooms | DAILY |
| 9. | <input type="checkbox"/> Replace furniture and equipment moved. | DAILY |
| 10. | <input type="checkbox"/> Check and lock all windows, close, and lock all doors. | DAILY |

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