

COMMUNITY USE OF SCHOOLS - RENTAL GUIDELINES FOR AESD

- The rental event will only be scheduled once the signed contract and proof of liability insurance, in accordance with the License Agreement, have been received at the District.
- Rental requests must be made at least one week prior to the event.
- Cancellation/changes for weekend events must be made by the Monday of that week. Failure to timely notify the District will result in a four hour fee being invoiced.
- Groups who do not show up for their scheduled contracted time without advising the District within 24 hours of event will be charged the facility fee, plus custodial charges where applicable.
- Community use is cancelled on holidays, storm days and any other days when there is no school for students. School events take priority and may result in the cancellation of scheduled rentals. The District reserves the right to cancel events at any time. School closure is posted at asd-e.nbed.nb.ca.
- Any organization or individual failing to abide by the terms of the rental contract, especially those conditions having to do with supervision, care and responsibility for property and equipment, shall be denied further use of the property until the District is satisfied that future use of the facilities will not be abused. The District reserves the right to terminate the use of its facilities at any time.
- Any emergency, damage, vandalism, or other rental related issues including an absent Rental Custodian is to be reported to Facilities – **Monday to Friday at 856-3611, after hours at 229-7422.**
- In the event of a fire alarm, vacate the building immediately.
- Non-authorized or non-scheduled events resulting in security issues/alarm call-outs will be charged a fine of \$250.00 to the user.
- All Anglophone East Schools and properties are tobacco free (includes vaping) and nut free. Policy 702
- If alcohol is being served a liquor license is required and a copy must be submitted prior to the event.
- The contact person associated with each group is responsible in the areas of supervision and security. This contact person must be the first person to arrive and the last person to leave a school. Participants will not be granted entry to the building until this contact person arrives.
- The door will be open at start time then locked for the remainder of the event. A volunteer for each group must be assigned to monitor the entrance door. Doors will not be propped open.
- Only those who are participating in the activity and their family are permitted admittance into the approved area of the school. Movement is restricted to the rental area(s) as per the contract. Unruly, unsupervised, disrespectful, or inappropriate behaviour is unacceptable and those involved will be asked to vacate the premises.
- No food or drink is permitted in the gym or auditorium. Enforcement of this rule is the responsibility of the renter. Water bottles used only by participants are permitted during games.
- All outer footwear must be left by the main doors in each school. Only appropriate, clean footwear is permitted in the gym/hallways.
- Only non-expendable equipment such as nets are available to rental groups. Use of school sporting equipment is not permitted.
- The raising/lowering of basketball nets is the responsibility of the coach/supervisor; youth are not permitted to perform this task. At the end of the event, nets must be raised to the 9-foot height.
- All external electrical, mechanical equipment and/or appliances brought in by any user group must be pre-approved by the school administration and to ensure proper voltage.