



MEDICINE HAT SCHOOL DISTRICT No. 76

601 – 1 Ave., S.W.
Medicine Hat, Alberta, T1A 4Y7

APPLICATION TO RENT FACILITIES

Applications to be submitted to the Secretary-Treasurer in triplicate and must be accompanied by payment of the necessary fees which will be returned if the application is not approved.

RENTAL FEES

School Facility	Capacity	Rate per Session (with admission charge)		Rate Per Session (no admission charge)
		Community	Non-Community	
Alexandra Junior High				
Gym	594	\$100.00	\$ 500.00	\$ 50.00
Multi-purpose Room	268/335	100.00	----	50.00
Connaught School Gym	440	100.00	----	50.00
Crescent Heights High School				
West Gym	756	200.00	500.00	110.00
East Gym	598	200.00	500.00	110.00
Cafeteria	410/512	150.00	300.00	75.00
Drama Centre (Performing Arts Centre)	298	300.00	500.00	75.00
Crestwood School				
Gym	584	100.00	----	50.00
Lunch/Ancillary Room	349/232	100.00	----	50.00
Elm Street School Gym	252	100.00	----	50.00
George Davison School Gym	584	100.00	----	50.00
Herald School				
Gym	297	100.00	----	50.00
Medicine Hat High School				
North Gym (5th St.)	677	200.00	500.00	110.00
South Gym (7th St.)	675	200.00	500.00	110.00
Performing Arts Centre	242	300.00	500.00	75.00
Cafeteria	270	150.00	300.00	75.00
River Heights School Gym	367	100.00	----	50.00
Riverside School Gym	225	100.00	----	50.00
Ross Glen School Gym	545	100.00	----	50.00
Southview School				
Gym	618	100.00	----	50.00
Lunch/Ancillary Room	349/232	100.00	----	50.00
Vincent Massey School Gym	367	100.00	----	50.00
Webster Niblock School Gym	316	100.00	----	50.00

Rehearsals: The rental will be at the rate when no admission is charged

Name: _____ Facility Required: _____
Address: _____ Date of use: _____
_____ Hours of Use; From: _____ to: _____
_____ Number of Chairs Required: _____
Phone No. _____
Admission to be charged: _____ Proceeds Donated To: _____
Type of Activity to be carried on: _____

Please turn over

REGULATIONS

1. Whenever accommodation is rented, a custodian or security personnel must be on duty, unless otherwise authorized by the Assistant Superintendent - Business Administration and Secretary-Treasurer.
2. All activities carried on in the schools shall be under adequate adult supervision.
3. School premises must be left in proper condition and any damage to school property by outside organizations using the school must be made good by such organization.
4. The number of people allowed in any gymnasium must not exceed the capacity set by the School Board in conformity with the limitations of the Building and Fire Protection By-Laws of the City of Medicine Hat.
5. Custodian and electrician fees will be paid directly to the School Board. The Board will remunerate employees concerned.
6. Buildings must be completely vacated by 12:00 midnight.
7. Unseemly conduct will result in immediate cancellation of any approved function
8. Applications must be accompanied by a deposit of at least 50% of the necessary fees, the deposit will be returned if application is denied.
9. Permission is not normally granted to serve food or beverages in the gymnasia, however, in the case where beverages are served, groups renting facilities will be required to provide a damage deposit in the form of a certified cheque for \$1,000.00.
10. **SMOKING IS NOT ALLOWED IN SCHOOL BUILDINGS.**
11. Classes, clubs, student's or teacher organizations, Home and School Associations, which operate under the auspices of the School Board will not be charged.
12. Gymnasia will be rented for educational and community purposes only and not in competition with public halls.
13. Classrooms may be rented to adult educational organizations with the approval of the Principal of the school.
14. Permission may be granted to churches to make use of school premises for the teaching of sectarian, denominational or religious doctrines in temporary or emergency cases only, or with the special approval of the Board.
15. In all cases, school activities will be given preference over applications to rent. (Rentals may be cancelled or pre-empted).
16. In the event that the stage facilities and control lights are used for drama purposes and the like, at either one of the gymnasia at the Medicine Hat High School, the Custodial Supervisor shall arrange for the following authorized personnel to be on duty in addition to the custodian in charge the the gymnasium;
 - a. one custodian in charge of the stage and dressing rooms,
 - b. the Board's electrician or audio visual technician to be in charge of lights, dimmers, microphones, and the renter shall pay the School District over and above the regular rental for these services.
17. Audio Visual Technician's Fees: \$40.00 per hour
 Custodian Fees: (up to) \$40.00 per hour
 Electrician's Fees: \$50.00 per hour
 Security Fees: \$15.00 per hour
18. The maintenance schedule during extended vacations and the months of July and August will be arranged so that there will be a limited number of gymnasia available for rent.

It is hereby understood and agreed that (the applicant) will hold Medicine Hat School District No. 76, its employees, agents, trustees and directors harmless for any and all incidents and to indemnify Medicine Hat School District No. 76 for any and all costs, including any associated legal fees - that arise out of the rental of this facility, including but not limited to claims attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property.

***The Board, in its judgement, may refuse the use of any school to the organization or group, and/or revoke privileges.
 Costs: See Regulations 16 and 17***

Rental Fee: _____	
Custodian's Fee: _____	Hrs. (10 min. per 100, Including time to set up chairs)
Security Fee: _____	Hrs. (Rates as per Regulation 17)
Electrician's Fee: _____	Hrs. (Rates as per Regulation 16 & 17)
Audio Visual Technician's Fee: _____	Hrs. (Rates as per Regulation 16 & 17)
Stage and Dressing Room Custodian's Fee: _____	Hrs. (Rates as per Regulation 16 & 17)
Total: _____	
Date: _____	Signature of Applicant: _____
Phone No: _____	

Rental Approved: _____
 Associate Superintendent - Business Administration & Secretary Treasurer