

Schedule A - Rental charges are based on initial space; see Schedule B.
See Schedule C for additional charges or Schedule D for theatre or other auditorium space.

Type of User	Elementary Schools		High School and All Other Facilities	
	School Calendar Days 6:00pm-10:00pm	*Non-School Days 9:00am-9:00pm	School Calendar Days 6:00pm-10:00pm	*Non-School Days 9:00am-9:00pm
Partners in Education				
STA/STF/SSTA	No Charge	See Note 2	No Charge	See Note 2
Department of Education	No Charge	See Note 2	No Charge	See Note 2
Staff Union Organizations	No Charge	See Note 2	No Charge	See Note 2
School Division Employee Groups	No Charge	See Note 2	No Charge	See Note 2
Community (Non-Profit)				
Community Association Joint Use Agreement	Joint Use Agreement	See Schedule B	Joint Use Agreement	See Schedule B
Under 18 Youth	\$20.00/hour plus GST	See Schedule B	\$20.00/hour plus GST	See Schedule B
Adult Groups (18 and Over)				
Adult Programs	See Schedule B	See Schedule B	See Schedule B	See Schedule B
University of Saskatchewan	See Schedule B	See Schedule B	See Schedule B	See Schedule B
Other				
Political Meetings	See Schedule B		See Schedule B	
Church Groups	See Schedule B		See Schedule B	

Hourly Rental Rates Fee Schedule

Schedule B See note 3*

Location	September 1, 2022- June 30, 2023		September 1, 2023- June 30, 2024	
	Elementary	High School	Elementary	High School
Classroom -1 st Space Additional rooms \$5/hr	\$23.20	\$23.20	\$25.52	\$25.52
LRC/Multi-Purpose	\$34.65	\$34.65	\$38.12	\$38.12
Gyms	\$52.25	\$57.75	\$57.48	\$63.53

Schedule C

Additional Charges	Rate
Chair Charge First 50 Chairs Every additional 50 chairs	No Charge \$25.00
Table Charge Per Table	\$10.00
Gym Floor Covering	\$250.00
Statutory Holidays	1½ times the normal hourly rate (See Note 4)

Schedule D- rate is subject to change

Theatres	Rate
Community Groups/Amateur Move In/Setup Rehearsals Performances	\$107.09/hr. See Note #6
*Technician Fee (Light & Sound)	\$16.00/hr per technician
*Technician Overtime	\$24.00/hr
Speakers/Presenters	
Rate	
Groups that fall under schedule "A" of rentals Guide	No charge during school calendar days, Monday through Friday. See note #7.
Groups that fall under schedule "B" of Rentals Guide	Hourly to a maximum of 8 hours with a minimum of 3 hours. See note #8

Notes:

- If rental groups can't access the facility booked please call **306-220-6990** for assistance.
- The school principal will decide which school or school- related event will take place outside of normal school operating hours.
- Except for school uses covered under Note 2, school division caretakers shall be used and applicable hourly rate as per Schedule B paid by the renter.
- Rental rate is subject to change.
- All rentals are subject to availability of caretaking support.
- There will be a **3 hour minimum** rental time when a rental caretaker is needed. *Non-School days are when school is not in session (weekends).

Schools are not available for rent on professional learning days, long weekends and the following breaks: **Christmas, February break week, Easter week, July and August.**
- Appendix D - Price includes the set-up, theatre, sound and lighting equipment. Technician is extra for the use of sound and lighting equipment at \$16 per hour for the first eight hours. For time between eight to ten hours the charge will be \$24 per hour per day.
- Stage and seating area only and is dependent upon the availability of caretaking staff within their recognized hours of work. Technical services shall be limited to basic house lighting and one fixed microphone. No on-site technical support; technical support if requested is extra.
- Absolutely no glitter. No tape on walls or floors.

GREATER SASKATOON CATHOLIC SCHOOLS

GENERAL REGULATIONS AND PROCEDURES

APPLICATION FOR THE USE OF SCHOOL FACILITIES:

1. Requests for the use of school facilities are to be submitted through the online facility rentals system.
2. The representative of a group making application for the use of a school facility must be of legal age, guarantees to pay any requested fees prior to the rental date and ensure that regulations governing the use of school facilities are adhered to.
3. The signing representative must be directly responsible for the activity, program, cleanup, lockup and cancellation.
4. **The Board reserves the right to refuse any application for the use of facilities.**
5. Any group that requests a school facility is not insured by the Board's insurance for the injuries they bring upon themselves by their own activities. It is recommended that the rental group maintain general liability insurance in an amount not less than \$2 million. Event insurance may be purchased at <https://ssba.instantriskcoverage.com/login>. The Board insures for accidents that may be attributed to the negligence of the Board.
6. In accordance with City of Saskatoon Smoking control Bylaw #7554, there shall be no smoking in school facilities.

FEES:

1. When a permit is approved and charge is levied for the use of school facilities, an invoice will be sent electronically.
2. **It is expected that fees will be paid immediately** following the approved activity.
3. Charges for the use of school facilities will be assessed to cover applicable operational, maintenance and caretaking costs. Such charges shall be in accordance with The Schedule of Allowances, Charges, Fees and Grants in effect at the time a Permit for the Use of School Facilities is issued.

GENERAL PROVISIONS:

1. The signing representative of a group using school facilities will be held responsible to ensure that all required fees are paid, that the terms and conditions as noted on the permit are adhered to, that all activities have responsible adult supervision and that all keys are returned as required.
2. Keys may be issued to longer term consistent rental groups that are in good standing with the school division. Renters must provide a cash deposit of \$100 to the principal or their approved designate, for the use of the key. Please do not pick up a key unless authorized by the designated person at the division office.
3. User groups not leaving school facilities in a neat and tidy condition will be assessed an additional caretaking fee.

4. Groups using school facilities will be held responsible for replacement or repair beyond normal wear to facility and any furniture or equipment authorized for use.
5. Groups using school facilities in the absence of a school caretaker must ensure the security of the building at the end of the activity and shut off all lights.
6. School equipment may only be used with prior authorization of the principal.
7. Groups are allowed to bring in alcohol for rental activities providing that it is indicated on the rental reservation request. It is the responsibility of the group to obtain a permit to serve alcohol from Saskatchewan Liquor and Gaming Authority and general liability insurance. A commissionaire may be assigned to the event, at an additional cost to the rental group. All alcohol related rentals shall be approved by Administrative Services.
8. Rentals are provided to the community on the understanding that the needs of the school division take priority; extraordinary circumstances may necessitate the cancelling of an approved activity in favour of a school division event.
9. All invoices for the collection of fees are issued electronically. **Immediate payment is required.**
10. Refunds will be reimbursed in the event of cancellation of an activity by school division personnel.
11. Permits may be cancelled without penalty by user groups up to 7 days before the rental time. Any cancellations within the 7 day period will be assessed a penalty equal to 100% of the permit.

IT IS UNDERSTOOD AND AGREED THAT ST. PAUL'S R.C.S.S.D. NO. 20 IS NOT AND SHALL NOT BE LIABLE FOR ANY DEATH, INJURY OR LOSS OF ANY KIND OCCURRING ON ITS PROPERTY OR AS A RESULT OF THE USE OF ITS PROPERTY, WHETHER CAUSED BY ITS NEGLIGENCE, BREACH OF CONTRACT OR OTHERWISE OR OF ITS SERVANTS OR AGENTS AND THE LESSEE AGREES TO INDEMNIFY AND SAVE ST. PAUL'S R.C.S.S.D. NO.20 HARMLESS IN RESPECT OF ALL DAMAGES, CLAIMS AND OR LIABILITY WITH RESPECT THERETO. IT IS FURTHER UNDERSTOOD AND AGREED THAT THE GENERAL REGULATIONS AND PROCEDURES AS NOTED WILL BE ADHERED TO FOR THE SCHOOL FACILITY USE NOTED ON THIS APPLICATION/PERMIT.