



# Facility User Agreement

F 3-24-A

For (site/school name): \_\_\_\_\_

**This agreement is not binding until signed by all signatories listed below.**

Person and/or Organization Requesting Use of Building \_\_\_\_\_

Contact person \_\_\_\_\_ Phone number \_\_\_\_\_

Staff Request      School Organization Request (name of group) \_\_\_\_\_

Community

Profit       Non-Profit      Is Activity Open to Public?     YES     NO

Room/Site to be used \_\_\_\_\_

For what purpose (be specific) \_\_\_\_\_

Date(s) of Use	Time: From	Time: To

School Equipment Needed: \_\_\_\_\_

Insurance Coverage:

- Own (attach a copy of certificate)
- Facility User Group applicable (See [Exhibit 3-1 Facility User Group Program Risk Schedule](#))
- Purchasing additional coverage through Board insurer (see Exhibit 3-1 Facility User Group Program Risk and complete [Form 3-24-C Facility User Group Application - Insurance](#))

Estimate the Number of Participants, Spectators and Guests: \_\_\_\_\_

**PLEASE BE SURE TO READ *USER AGREEMENT CONDITIONS* SECTION AND SIGN AT THE BOTTOM OF THE SECOND PAGE.**

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**OFFICE USE ONLY**

School Personnel Needed: \_\_\_\_\_

It is agreed between the Pembina Hills Public Schools, herein referred to as Division, and

\_\_\_\_\_, herein referred to as User, that the site shall allow the User access to and the use of facilities as conditioned and described in this contract in consideration of

\$ \_\_\_\_\_ Special Personnel \$ \_\_\_\_\_ Special Equipment \$ \_\_\_\_\_

