



North East School Division

Box 6000, 402 Main St.
Melfort, SK S0E 1A0

Phone: (306) 752-5741
Fax: (306) 752-1933

Toll Free: 1-888-752-5741
Website: www.nesd.ca

NESD No. 200 Facility Rental Form

Applicant Information

Name of Person in Charge:		Phone: (306) -
Group / Organization:		Phone: (306) -
Current Address:		
Number of People:	Rental Date:	Unlock / Lock Time: to
Name of Facility to Be Rented:		
Area (s) of Facility to Rent:		
Equipment Required:		
Description of Activity:		
Reason for Not Renting a Community / City Facility:		

Rental Information

The renter agrees to: No alcoholic beverages allowed on premises. Accept financial responsibility for damage and / or loss of equipment and / or repair of damage to the facility. Provide adequate supervision. To pay additional costs involved for set-up and / or late lock up fees. Restrict the activities to the areas described above. To indemnify and save harmless the NESD from all liabilities, damages, costs, claims, suits or actions arising out of damage to the property, injury / death of persons occupying the premises during rental. Purchase their own liability insurance for this rental and note that School / NESD liability insurance does not extend to cover the negligence of non-school users of the property.

I understand and agree to the above information _____

I have purchased \$2,000,000 or more of liability insurance for the occupation of the rented premises, and agree to maintain this liability purchase for the entire term of the rental. _____

Rental Fees

Gym (/ hr) x		Computer Rm. (/ hr) x		Janitorial \$38 x 1.5 hrs. minimum	
Stage (/ hr) x		Chairs (/ hr) x		Other	
Classroom (/ hr) x		Fl. Hockey Equip. (/ hr) x			
Kitchen (/ hr) x		Badminton Equip. (/ hr) x			

Total Rental Fee: \$	Total Janitorial Fee: \$	Make cheques payable to NESD
Total Fee: \$		(Note: Janitorial Fees to be Forwarded by School to Central Office)

Emergency Contacts

Renter:	Cell Phone Number: (306) -
Caretaker:	Principal:

Approval Status

Approval Granted	☐ Yes ☐ No	Reason / Stipulations:
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Applicant to sign below if rental approved, fees agreed to and paid prior to activity, and rental information agreement is signed by renter.

Signature of Applicant:	Date:
Signature of Principal:	Date: