



Rocky Mountain  
SCHOOL DISTRICT NO. 6

## POLICY NO. 4605

### USE OF DISTRICT FACILITIES and EQUIPMENT BY STAFF

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#### POLICY

The Board will permit staff to use school district facilities and equipment, except vehicles, provided the use:

- a) does not conflict with School District or community use;
- b) is occasional and personal, not commercial;
- c) does not consume materials and supplies without reimbursement;
- d) has no adverse effect on the condition of the facilities and/or equipment;
- e) does not threaten the security of buildings or the safekeeping of equipment;
- f) does not interfere with the regular work hours or job performance;
- g) is of facilities and equipment which the staff member is competent to operate and has completed a written waiver of liability;
- h) receives the prior approval of the individual responsible for the administration of the facility.



SCHOOL DISTRICT NO. 6 (ROCKY MOUNTAIN)

APPLICATION FOR USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

Facility to be used: \_\_\_\_\_ Date of Use: \_\_\_\_\_

Reason for Use of Facility: \_\_\_\_\_

RULES GOVERNING USE OF FACILITIES AND EQUIPMENT

- 1. OBEY RULES
All the policies and rules that apply during working hours also apply during period of personal use of premises and equipment.
2. NON-COMPLIANCE AND DAMAGES
Infraction of rules, or any occurrence of unreported damage to facilities and equipment will result in suspension of use of privileges by the person(s) found responsible.
3. SMOKING
Smoking is prohibited in all School District buildings.
4. ALCOHOL
No alcoholic beverage shall be brought onto school property at any time, during the use of facilities and/or equipment.
5. CLEAN UP
Facilities are to be left clean and in the same condition as prior to use.
6. USE OF EQUIPMENT
Person(s) must be competent to operate any equipment requested.

RELEASE/INDEMNIFICATION AND COVENANT NOT TO SUE

In consideration of my use of the facilities and equipment owned by School District No. 6 (Rocky Mountain) and indicated above I, the undersigned user, on behalf of myself, my heirs, representatives, executors, administrators and assigns, HEREBY DO RELEASE SCHOOL DISTRICT NO. 6 (ROCKY MOUNTAIN), its trustees, officers, agents, employees and assigns (hereinafter referred to as the "School District") from any and all causes of action, claims or demands of any nature whatsoever, including but not limited to, any claim which I, my heirs, representatives, executors, administrators and assigns may now have, or have in the future against the School District, on account of personal injury, property damage, death or accident of any kind arising out of or in account of personal injury, property damage, death or accident of any kind, arising out of or in any way related to my use of the facilities and equipment, whether that use is supervised or unsupervised, however the injury or damage is caused, including, but not limited to, injuries or damages caused by the negligence of the School District.

In consideration of my use of the said facilities and equipment I, the undersigned, agree to INDEMNIFY AND HOLD HARMLESS the School District from any and all causes of action, claims, demands, losses, or costs of any nature whatever arising out of or in any way relating to my use of the facilities and equipment.

I hereby certify that I have full knowledge of the nature and extent of the risks inherent in the use of the facilities and equipment, and I am voluntarily assuming all the risks. I understand that I will be solely responsible for any loss or damage, or personal injury, including death to myself or others, which occurs as a result of my use of the facilities and equipment, and that by this agreement, I am relieving the School District of any and all liability for such loss, damage or death.

Dated at \_\_\_\_\_, B.C. this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signature of Individual Responsible for Facility

User's Signature

Print Name

Print Name

One copy to Borrower
One copy to Supervisor



SCHOOL DISTRICT NO. 6 (ROCKY MOUNTAIN)
USE OF BORROWED SCHOOL DISTRICT EQUIPMENT
ACKNOWLEDGEMENT OF RESPONSIBILITY

In the event that School District No. 6 equipment is taken out of the District facility, the borrower must acknowledge responsibility for the borrowed equipment.

The borrower assumes full responsibility for its proper use and is liable for loss or damage to the said equipment. It will be incumbent upon the Supervisor to ensure that the equipment is returned in the same condition as when borrowed.

Site: \_\_\_\_\_ Department: \_\_\_\_\_

Equipment borrowed: \_\_\_\_\_

Model: \_\_\_\_\_

Serial No. \_\_\_\_\_

Condition of Equipment: \_\_\_\_\_

Borrower's Name: \_\_\_\_\_ Supervisor's Initial: \_\_\_\_\_

Acknowledgement of equipment returned in same condition as when borrowed:

Supervisor's signature: \_\_\_\_\_ Date Returned: \_\_\_\_\_

RELEASE/INDEMNIFICATION AND COVENANT NOT TO SUE

In consideration of my use of the facilities and equipment owned by School District No. 6 (Rocky Mountain) and indicated above I, the undersigned user, on behalf of myself, my heirs, representatives, executors, administrators and assigns, HEREBY DO RELEASE SCHOOL DISTRICT NO. 6 (ROCKY MOUNTAIN), its trustees, officers, agents, employees and assigns (hereinafter referred to as the "School District") from any and all causes of action, claims or demands of any nature whatsoever, including but not limited to, any claim which I, my heirs, representatives, executors, administrators and assigns may now have, or have in the future against the School District, on account of personal injury, property damage, death or accident of any kind arising out of or in account of personal injury, property damage, death or accident of any kind, arising out of or in any way related to my use of the facilities and equipment, whether that use is supervised or unsupervised, however the injury or damage is caused, including, but not limited to, injuries or damages caused by the negligence of the School District.

In consideration of my use of the said facilities and equipment I, the undersigned, agree to INDEMNIFY AND HOLD HARMLESS the School District from any and all causes of action, claims, demands, losses, or costs of any nature whatever arising out of or in any way relating to my use of the facilities and equipment.

I hereby certify that I have full knowledge of the nature and extent of the risks inherent in the use of the facilities and equipment, and I am voluntarily assuming all the risks. I understand that I will be solely responsible for any loss or damage, or personal injury, including death to myself or others, which occurs as a result of my use of the facilities and equipment, and that by this agreement, I am relieving the School District of any and all liability for such loss, damage or death.

Dated at \_\_\_\_\_, B.C. this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signature of Individual Responsible for Facility

User's Signature

Print Name

Print Name

One copy to Borrower
One copy to Supervisor