



L. P. Miller Comprehensive School

Committed to Excellence in Education

Box 2650 Nipawin, Saskatchewan SOE IEO

<http://lpmiller.nesd.ca>

Phone: 306-862-4671 Fax: 306-752-1933



Nicole Stadnek
Kevin Stene
Amanda Anthony

Principal
Vice-Principal
Vice-Principal

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Facility Rentals Guidelines

Please use the following guidelines to make the rental experience enjoyable for all parties. When you have hired a custodian as part of your rental agreement, some of the cleanup may be covered by the custodian.

1. The person completing the rental from is responsible for the rental and must be in attendance for the entire rental period.
2. Please follow our expectations for the different spaces:
 - a. Gym
 - i. Athletes need to have indoor, clean shoes.
 - ii. No food or drink, other than water, in the gym.
 - b. MPR
 - i. Wipe down the tables at the end of the use.
 - c. Classroom
 - i. Please only use the space, supplies agreed upon.
3. During the rental
 - a. Please only use the space rented. Hallways and other areas of the school would be off limits unless otherwise agreed upon.
4. At the end of the rental
 - a. Please ensure that equipment has been properly stowed away.
 - b. Please do a walk-through at the end of the rental to ensure that everything has been cleaned up.
 - c. Please inspect the bathrooms closest to your area to ensure they are clean, toilets flushed, and taps turned off.

Thanks so much,
Nicole Stadnek
Principal



L. P. MILLER COMPREHENSIVE SCHOOL RENTAL APPLICATION FORM

Phone 306-862-4671
lpmiller@nesd.ca

The person completing the rental form is responsible for the rental and must be in attendance for the entire rental period.

Applicant Information

Name of Person in Charge:		Phone: ()	
Group / Organization:		Email address:	
Current Address:			
Staff Member Who Will Unlock Facility & Provide Access:			
Number of People:	Rental Date 1:	Unlock Time:	Lock Time:
	Rental Date 2:	Unlock Time:	Lock Time:
Area (s) of Facility to Rent: Please list all areas individually. Ex) MPR, Gym, Change Rooms, etc.			
Equipment Required: Please list all items individually. Ex) Tables, Chairs, Nets, Balls, etc.			
Description of Activity:			
Is the Activity: a) Designed to provide service to school students? Yes No b) Sponsored by the Recreation Board/Chamber of Commerce? Yes No c) Sponsored by the Community College? Yes No d) A cultural activity? Yes No e) A fund-raising activity? Yes No f) Will there be a charge to attend? Yes No g) Other? _____			
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:	Table & Chairs:	Janitorial \$38 x 3 hrs minimum/day:	
MPR:	Sports Equipment:	Other:	
Classroom:	Lights & Sound Equipment:		
Subtotal:	Subtotal:	Subtotal:	
Total Rental Fee: Cheques are payable to NESD			
Emergency Contacts			
Renter:	Caretaker (after approval):	Principal: (306) 862-4671	
Approval Status			
Approval Granted: <input type="checkbox"/> Yes <input type="checkbox"/> No		Reason/Stipulations:	
Signature of Applicant:		Date:	
Signature of Principal:		Date:	

PLEASE NOTE: If you are not going to use the facility on the date indicated, please notify the school **ahead of time** or you will be **charged** for the rental. Thank you.

School events take priority which may result in the cancellation of your activity if there is a conflict.