

Chalo School Facility/Equipment use Form

**It is the borrower’s responsibility to contact Capital Works for set up and takedown. All referrals must be approved 1 week prior to the event.**

Organization/Department/Person:

Person(s) Responsible: Contact #

Description of Function:

Start Date: End Date:

Start Time: End Time:

Will you need a code to access the building? Will you need a key to access the building?

Signature at pick up Dated: Init.

Signature at return Dated: Init.

**Room/Space being Requested:**

|  |  |  |  |
| --- | --- | --- | --- |
| * **Gym** | * **MPA** | * **Culinary Kitchen** | * **Small Kitchen** |

**Equipment Requested:**

|  |  |  |
| --- | --- | --- |
| * **Table(s) #** | * **Chair(s) #** | * **WIFI** |
| * **Portable TV** | * **Speaker** | * **Mic** |
| * **Projector** | * **Projector Screen** | * **Food Warmer** |
|  |  |  |

**It is not the job of Chalo janitors to clean up after events. Please leave rooms as they were found. Garbage is the borrower’s responsibility unless otherwise organized with Capital Works.**

**Signature of Borrower Date**

**Principals Signature – Approved**

**To be completed promptly at the end of your program/event:**

* Disinfect table tops
* Disinfect chairs / Stack neatly
* Disinfect Kitchen; countertops and appliances.
* Wash and put away all dishes
* Empty all garbage bins and wipe down; if necessary
* Sweep and mop

Person(s) responsible for clean up:

**The Janitors are not responsible for your event/program clean-up, please help us keep our facilities clean.**

The user agrees that there is no warranty expressed or implied on the part of the Board as to the suitability or condition of the school premises or equipment hereby demised and that the user accepts the said premises or equipment at his/her own risk and that the user covenants to indemnify and save harmless the Board from all losses, costs and damages which may arise as a consequence either directly or indirectly od the granting of this use. The user agrees to indemnify the Board for any loss damage to the Board’s equipment to which it relates. The user understands and agrees that this use may be revised or cancelled at any time with or without cause and that in the event of such revocation or cancellation there should be no claim or right to damages, or reimbursement on account of any loss, damage or expense whatsoever, the party signing must be over 19 years of age.

**I/we being the authorized representative/s of the above organization, hereby agree to the conditions printed on this page and on page 1.**

Signature Date

**In case of emergency please call Hayley at:**

**250-321-6226**