

Lunch & After School Programs

Rentals Website for Facility Rental Application and Rates Schedule: <https://www.sd44.ca/District/Rentals/>

As a reminder, lunch and after school programs that are not directly school-supervised programs or events, must have **a paid rental agreement and insurance in place with the School District**. This will ensure that the space is blocked and that groups are assigned the responsibility of supervision and liability. Rental rates for after school programs are based on our published rate schedule. Programs are only for students of the school where the program is being offered. Rooms are rented as is and there is no use of school equipment included in rentals.

Steps for a Lunch Time or After School Programs

- School Administration approves of the program offering, use of spaces (indoor or outdoor), the date/ time of program
- PAC or organizer emails this form to rentals@sd44.ca and CC's school administrators
- PAC or organizer advises After School Groups to complete Facility Rental Application and send to rentals@sd44.ca
- Rentals cross checks with this form and issues contract, collects payment and insurance
- After School Groups confirm with PAC once the contract, insurance and payment are completed

Please ensure that timing allows for the total time required, including set up and take down. As a reminder, spaces must be left in exactly the same condition as found. Custodial charges may apply and will be determined by the Rentals Department.

Please ensure that you take into account any early pro d days or early dismissal days and adjust the time required accordingly.

School Name: _____

Name of Program	Facilities Required	List Exact Dates Required (be sure to exclude pro d days, holidays)	Time Required (note any dates where program time is changed due to early dismissal)	Name of Organization	Contact Person
Eg. After School Basketball	Eg. Gym	i.e Thurs Oct 22- Dec 12	i.e 3pm to 5pm	AAA Basketball	John Smith

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