



COVID-19 Terms and Conditions

- 1 | All groups must comply with the latest Government of Alberta Sector Guidance, the Government of Alberta's *Guidance for Wearing of Non-Medical Face Masks for the General Public*, CBE guidance for Scenario 1 (In-School Learning), during occupancy of CBE schools.
- 2 | All persons entering the facility during the period of occupancy must comply with the CBE *Mask Guidelines*.
- 3 | The rental group is responsible for the supervision of all occupants during the rental and ensuring that all occupants comply with the guidelines noted above.
- 4 | Hand sanitizer and additional enhanced cleaning will be provided by the CBE for an additional charge to be paid by the rental group.
- 5 | All occupants must follow the directional patterns and social distancing markers located throughout the facility. Social distancing must be enforced where appropriate during the rental period.
- 6 | All occupants must sign the CBE Liability Waiver, copies to be provided at the Facility Rentals Office.
- 7 | All occupants must remain within designated areas of use within the school at all times. Entry into or use of any areas outside of the designated areas by any occupant is prohibited.
- 8 | Rental groups are not permitted to access or use any CBE equipment (including without limitation smartboards, projectors, audio equipment, photocopiers, printers, markers, and gym equipment). Rental groups must bring their own equipment for each rental and remove all such equipment after each rental.
- 9 | Rental groups are responsible for cleaning and sanitizing all materials stored in the school after each use. Storage of materials at a school is only permitted when such storage has been previously approved by the school. New requests for storage will be not be accepted.
- 10 | Occupants must not touch or otherwise disturb the contents of any student desks. If any contents of desks are inadvertently touched, then the rental group must clean and sanitize the desks and contents.

- 11 | The rental group must retain a list of all individuals that enter the building in connection with the rental, for contact tracing purposes.
- 12 | Each rental group must have an updated Re-Entry Plan available for distribution upon request by CBE.
- 13 | Any rental group that fails to comply with these conditions of use will receive a warning from CBE. Upon receipt of a third warning, CBE may in its discretion terminate the rental for the remainder of the school year.
- 14 | CBE reserves the right to vary these conditions of use and impose additional conditions in its sole discretion.

General Terms and Conditions

- 1 | A facility use permit will be provided in accordance with Board Policy (nonprofit groups only). Facilities shall be used in accordance with the times and areas stated on the permit.
- 2 | Materials distributed by public or external groups or individuals at school facilities or properties or activities carried out by public or external groups or individuals at school facilities or properties, whether during or outside instructional hours, shall reflect and give effect to the diverse nature and heritage of society in Alberta, promote understanding and respect of others, honor and respect the common values and beliefs of Albertans and uphold the values of the Canadian *Charter of Rights and Freedoms*. Without restricting the foregoing, such materials and activities shall not promote or foster doctrines of racial or ethnic superiority or persecution, religious intolerance or persecution, discrimination on the basis of race, national or ethnic origin, color, religion, sex, age or mental or physical disability or social change through violent action or disobedience of laws.
- 3 | All Permitted Rental Groups must comply with the Freedom of Information and Protection of Privacy Act (FOIP Act) and will not use any posted or personal information for any purpose while accessing the school facilities.
- 4 | All rental groups, other than school- sponsored on AR 8004, will require a Commercial General Liability insurance policy. Approved insurance policy or certificates contain:
 - a. Commercial General Liability insurance policy with limits of not less than Two Million Dollars (\$2,000,000) per occurrence.
 - b. Such policy should include Tenant's Legal Liability with \$250,000 minimum.
 - c. Such policy should be endorsed to show "The Calgary Board of Education" as an additional insured with 30 days cancellation notice.
 - d. The additional insured "Calgary Board of Education" address is 1221 - 8 Street SW, Calgary, AB T2R 0L4.
 - e. The policy should not have a participant's exclusion.

- 5 | All groups must have a valid permit with them during bookings.
- 6 | Groups may access school facilities 15 minutes prior to the start time indicated on permit and must leave facility by the end time indicated on the permit. The time booked on the permit should include set up and take down.
- 7 | Entrance doors are locked 15 minutes after the booking begins. The group must monitor the doors to accommodate participant's access should late entry be required. Only provide access to individuals known to belong to your group.
- 8 | Suspicious activities should always be reported to facility operator or, if appropriate, to police.
- 9 | For the safety of all children, parents/guardians dropping off minors at a school must ensure that the school is open, and a supervisor is present before departing.
- 10 | Whenever members of the public are using a school facility, a caretaker must be on duty.
- 11 | Board officials shall have the right to visit and inspect any programs in the school for which permits are granted.
- 12 | Areas shall be cleared of any material brought into the school and will be kept and left neat and tidy. No school equipment or materials are to be used, moved, or disturbed unless stated on the permit.
- 13 | Smoke-Free Environments: All facilities and property owned and operated by the CBE are [smoke-free environments](#). This includes smoking, vaping and other forms of inhalants.
- 14 | No Alcohol/No Cannabis or Cannabis infused products.
- 15 | No temporary inflatable structures such as bouncy castles and inflatable obstacle courses permitted in or on CBE property.
- 16 | Should there be any damage to school facilities or equipment by the group, the Calgary Board of Education (CBE) Rental Office must be notified. The users will be responsible to pay all repair or replacement costs. Do not put any tape down on the floors. Groups will be responsible for damage to school floors caused by taping, including the cost of repairs.
- 17 | Should a special school function require the facility on a night or nights the facility is booked by the group, the group will be notified and changes will only be made with consent of both parties involved.
- 18 | Outside groups wishing to view the areas they are booking must make a prior appointment through the CBE Rentals Office.

- 19 | Rental fees for the facility, in accordance with Board policy, will be paid following invoicing. Five percent GST will be added. Please reference your permit/rental contract number on the cheque. Cheques will be made payable
to the Calgary Board of Education and sent to:
Calgary Board of Education
Accounts Receivable
1221 – 8 St SW
Calgary, AB T2R 0L4
- 20 | All groups using school facilities must ensure that participants in their programs use appropriate equipment and foot wear which is not harmful to the gym floor (this includes spectators).
- 21 | The Board assumes no responsibility with respect to permits required by government agencies (e.g., gambling permits for bingo etc.). It is the group's responsibility to obtain such permits.
- 22 | The Board reserves the right to cancel any permit at any time if the conduct of those using the building or equipment is not satisfactory or if the Board's policies and regulations are not adhered to