

After School Programs

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

As a reminder, after school programs that are not directly school-sponsored programs or events, must have a 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 is based on our published rate schedule.

Steps for After School Programs

- School Administration approves use of spaces (indoor or outdoor) for after school programs
- 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 signed contract in place with PAC

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 dismissal days and adjust the time required accordingly.

School Name: _____

Name of Program	Facilities Required	Dates Required	Time Required	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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