



Beacon Hill Elementary School

29 Brookstone Drive
Sylvan Lake, AB T4S 0M1
(403) 887-8455



Facility Use Letter

Welcome to Beacon Hill Elementary School. We are glad to make our facilities available to you for your programs.

Please find below our expectations for the use of Beacon Hill Elementary School. Please review these expectations and consequences with your members. We know you appreciate the privilege of using our school and will follow the guidelines as requested.

1. Participants will be allowed in 15 minutes before their scheduled rental time unless prior arrangements have been made. At the end of your scheduled time you are expected to be out of the building.
2. Our rental times are between 4:00pm and 9:00pm.
3. Use the main entrance of the school only. Participants are not allowed to enter the gym, or designated area until the coach or event supervisor has arrived.
4. All users are expected to ensure safety of participants as a primary focus as it relates to all aspects of the event.
5. It is the user's responsibility to ensure appropriate liability insurance is in place.
6. Only clean footwear is allowed in the school. Outside shoes are to be placed on the carpet at the front entrance.
7. Spectators are welcome, but as renters you are responsible for their conduct, and any damages incurred. **FOOD AND DRINKS ARE NOT PERMITTED IN THE GYM DURING SPORTING EVENTS** (except for water bottles used by the teams).
8. Team members, participants, or spectators are not to wander through the school. Bathrooms are available by the gym.
9. Fire doors in the gym are to be left closed. Do not block them open.
10. Please put all equipment away. All areas should be left as you found them.
11. All staff are to be treated with courtesy and respect.
12. Only supervising adults should be in the gym equipment room.
13. Supervisors, please note you are responsible to check walls, floors, the condition of locker rooms, and ensure each area is clean.
14. If furniture and equipment (chairs, tables etc.) are required, it is the responsibility of the facility user to arrange set-up and dismantle.
15. Adult supervision is required for any facility use.

Those who fail to follow the above expectations will not be permitted to use the facilities again.

We look forward to sharing our facility with you and answering any questions that you might have.

Yours truly,

Trevor Sanche
Principal

****Payment is expected to be provided 48 hours prior to rental date****

Name of Group: _____

Supervisor day of: _____

Proof of Insurance Provided: ☐ Yes ☐ No

Contact Information: _____

Address: _____

Phone Number: (____) ____ - ____

Dates Required: _____

Times Required: __: __ to __: __ AM / PM Total Number of Hours _____

Additional Notes: _____

Rental Prices: Non-Profit Groups: \$25.00/hour
 Profit Groups: \$40.00/hour

Total Cost of Rental: \$ _____ Paid in Full: ☐ Yes ☐ No Remaining
Payment: \$ _____

Method of Payment: _____

☐ I have read and agree to the above expectations.

Community Supervisor: _____ Date: _____