

# Joint Use Agreement: Contact Information for School Use in City Facilities

To streamline scheduling, invoicing and communications, each school is asked to identify a primary and secondary point of contact each school year who will facilitate all individual class requests to book City programs, services and facilities for the school year.

<b>School:</b>	<b>Main Phone:</b>
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**Address:**

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*Only these individuals will have the authority to make facility bookings, including contract additions / deletions for all individual class bookings for your school.*

PRIMARY CONTACT	SECONDARY CONTACT
<b>Name:</b>	
<b>Phone:</b>	
<b>Email:</b>	

Requests to use City Facilities will be reviewed and confirmed by the Recreation Services Department:

REQUESTS DUE		BOOKINGS CONFIRMED
May 1	September – March requests	June 30
October 15	April – June requests	December 15

**Facilities Joint Use Agreement information, documents and FAQs are available at [Leduc.ca/jointuse](http://Leduc.ca/jointuse)**

I acknowledge and will share this information with all teachers of booked classes and Supervisors attending City Facilities that:

- Each amenity has its own participant age, supervision, orientation and equipment requirements that School User Groups will need to adhere to.
- Acceptability of specific amenity uses, including equipment and activity requirements and/or restrictions varies between spaces and will be determined at the time of booking.
- School User Groups must give a minimum of fourteen (14) days' notice to cancel bookings. With less than fourteen (14) days' notice, school or public rental rates will be applied to the booking. Cancellations due to inclement weather or other unforeseen events are exempt.
- The City reserves the right to cancel or amend bookings as required and will work with school User Groups to reschedule any cancelled bookings.
- Eligible School User Groups may utilize City Facilities at no cost during Joint Use Hours for Facility Admissions, Incidental Bookings and Block Facility Bookings.
- Regular school or public rates will apply for ineligible schools, bookings that occur after school hours and on non-instructional days, when additional equipment or staffing are required, as well as for Special Event Bookings and Registered Programs during instructional days and times. School and Public Rates are identified in the City's Charge Schedule available here - <https://www.leduc.ca/fees-bylaw>.

**Principal Name** (please print):

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**Signature:**

**Date:**

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**Please email the completed forms to [events\\_bookings@leduc.ca](mailto:events_bookings@leduc.ca) or drop off at LRC attention: Events & Bookings**

*This personal information is being collected under the authority of section 33(c) of the FOIP act and will be used to administer program registrations and facility bookings for the Leduc Recreation Centre. Questions regarding the collection of this personal information may be directed to the FOIP Administrator at 780-980-7177.*

**FOR CITY USE ONLY**

**Staff initials**

**Form received and filed:**

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**Contact info updated in system:**

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**Division's insurance received:**

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**Group deemed ineligible (see incident report date):**

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**Eligibility reinstated by / on:**

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