



## F 543-2 NON-NLPS EMPLOYEE TERMS AND CONDITIONS FOR USE OF FACILITIES

Further to the terms and conditions in AP 543: Community Use of School Facilities and in conjunction with the signed user agreement for \_\_\_\_\_(group) in \_\_\_\_\_(facility name)

I, \_\_\_\_\_(please print your name) acknowledge that:

- I have read and understand AP 543: Community Use of School Facilities
- As a non-NLPS employee I have been provided keys/FOB and access to an NLPS building.
- Understand that our access is limited to the assigned and agreed upon times
- Understand that we must stay within the areas of the school as per our agreement and that any changes must be approved in writing by school administration.
- Abuse or neglect of these rules and conditions of AP 543 or this agreement will result in access being revoked.
- Facility users will conduct in NLPS facilities will be appropriate and professional
- Contact between our group and NLPS Staff and Students will be appropriate and courteous
- User groups will be responsible for the supervision and behaviour of attendees while in NLPS facilities.
- No illegal activities, smoking, alcohol, or drugs are permitted on school property
- In accordance with AP 540; Lost, stolen or misplaced keys and FOBs are to be reported immediately and will be subject to a replacement fee. To ensure the highest level of safety, keys and FOBs are not to be loaned to non-authorized individuals. Keys and FOBs will be returned to the supervisor (Principal or other) at the end of the agreement.

Security for the building is the responsibility of all, but the last authorized individual to use the facility shall ensure the building is secure (i.e. locking doors, turning out lights, and setting the alarm).

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Principal Print Name

\_\_\_\_\_  
Principal signature

Date: \_\_\_\_\_