

Gitksan Wet'suwet'en Education Society

Gymnasium Rental Fee Schedule & Policy

Effective Date: November 14, 2025

Address: 4125 River Road, Hazelton, BC

Mailing: P.O. Box 418, Hazelton, BC V0J 1Y0

Phone: (250) 842-0216 | **Email:** ngunanoot@gwesschool.ca

1. General Information

The Gitksan Wet'suwet'en Education Society (GWES) Gymnasium is available for community, organizational, and private use during designated evening hours. Rental fees support facility maintenance, utilities, staffing, and operational sustainability.

Hours Available for Booking

Monday to Friday – 5:00 PM to 9:00 PM

All rentals must be booked in advance through the GWES Administration Office. Facility availability is subject to GWES programming and internal use.

2. What's Included

- Access to the **gymnasium floor, lighting, heating, and washroom facilities**
- Use of **basketballs, soccer balls, and sports equipment** stored in the equipment room

Not Included: Tables, chairs, stage equipment, or specialized setups.

Additional fees apply for cleaning or repairs if required.

3. Rental Fees

Rental Type	Hourly Rate	4-Hour Evening Rate (5–9 PM)
Standard Rental (All Users)	\$150 / hour	\$500 per evening

Cleaning Deposit: Renters must provide a \$75 cleaning deposit. This deposit will be returned if the facility is left clean and tidy. If additional cleaning is required, the deposit will be used to cover those costs.

4. Monthly Access Packages

To support ongoing community programs and organizational use, GWES offers discounted monthly packages for recurring bookings.

Package	Access	Monthly Rate	Notes
1 Evening per Week	4 hrs/week (16 hrs/month)	\$1,500	Save \$500 compared to standard rate
2 Evenings per Week	8 hrs/week (32 hrs/month)	\$2,800	Save \$1,200 compared to standard rate
3 Evenings per Week	12 hrs/week (48 hrs/month)	\$3,900	Save \$1,600 compared to standard rate
4 Evenings per Week	16 hrs/week (64 hrs/month)	\$4,800	Save \$2,000 compared to standard rate
5 Evenings per Week	20 hrs/week (80 hrs/month)	\$5,500	Save \$2,500 compared to standard rate

Terms

- Must be booked and paid in advance for the month.
- Bookings must be on consistent days and times each week.
- Missed sessions are non-refundable but may be rescheduled if space permits.
- Intended for long-term community or organizational programs.

5. Booking & Payment Confirmation

- Bookings are **not confirmed** until full payment and a signed agreement are received.
- Scheduling is on a **first-come, first-served basis**.
- GWES may cancel or reschedule bookings for operational needs or emergencies.
- GWES-initiated cancellations will be refunded or credited in full.

6. Request for Donated or Free Gym Time

GWES supports community wellness, youth recreation, and cultural engagement. Groups or individuals may submit a **written request** for donated gym use.

Eligibility

Requests may be considered for youth programs, non-profits, educational events, or cultural initiatives that benefit the Gitxsan Wet'suwet'en community. Commercial or political activities are not eligible.

Required Information

1. Applicant and organization details
2. Event name, purpose, date(s), time(s), and participant numbers
3. Community benefit statement and intended outcomes
4. Funding sources or sponsorship (if any) and ability to contribute partial costs or volunteer support
5. Supervision and safety plan
6. Proof of insurance (if available)

Review & Approval

- Reviewed by the **Executive Director**, and when required, by the **GWES Board of Directors**.
 - Approval is based on alignment with GWES values, availability, and community impact.
 - Approved users must sign a Facility Use Agreement and may be asked to submit a brief post-event summary.
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7. Emergency & Safety Procedures

- GWES staff will **always be onsite** during rentals; renters will **not receive keys** or unsupervised access.
 - Renters must comply with all GWES safety and emergency procedures, keep exits clear, and report any accidents or concerns immediately.
 - Failure to comply may result in termination of facility use and loss of future booking privileges.
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8. Terms & Conditions


1. **Priority Use:** GWES programs take precedence.
2. **Supervision:** Youth must be supervised by adults at all times.
3. **Liability Insurance:** Renters must carry general liability insurance and provide proof at least 7 days before use. Uninsured parties must sign **Schedule B** (Waiver).
4. **Prohibited:** Alcohol, smoking, and drugs are strictly prohibited.

5. **Cleaning Deposit:** Renters must provide a \$75 cleaning deposit. This deposit will be returned if the facility is left clean and tidy. If additional cleaning is required, the deposit will be used to cover those costs.
 6. **Damage Clause:** Renters are liable for any damage to GWES property. Repair costs will be billed directly.
 7. **Liability Waiver:** GWES assumes no responsibility for injury, loss, or damage. Renters accept all risks.
 8. **Cancellations:** Must be made at least 24 hours in advance to avoid full charges.
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9. Contact & Payment

 **Email:** ngunanoot@gwesschool.ca

 **Phone:** (250) 842-0216

 **Payment Methods:** Cheque or cash only. Invoices may be issued for EFT payments upon approval.

Gitksan Wet'suwet'en Education Society

Gymnasium Rental Application

Effective Date: November 14, 2025

Address: 4125 River Road, Hazelton, BC

Mailing: P.O. Box 418, Hazelton, BC V0J 1Y0

Phone: (250) 842-0216 | **Email:** ngunanoot@gwesschool.ca

Section 1 – Applicant Information

Name /

Organization:

Contact Person:

Mailing Address:

Phone Number:

Email:

Type of User:

☐ Community / Non-Profit
Use

☐ Organization / Agency

☐ Private

Section 2 – Booking Details

Requested Date(s):

Requested Time:

☐ 5 PM – 9 PM ☐ Other (specify):

Number of Participants:

Purpose of Use:

**Youth (under 18)
participating?**

☐ Yes ☐ No

Supervision Plan:

Section 3 – Rental Option & Payment

Rental Option (choose one):	Rate	Notes
<input type="checkbox"/> Single Evening Rental (4 hrs)	\$500 per evening	Pay in advance
<input type="checkbox"/> Hourly Use (if approved)	\$150 per hour	Short bookings only
<input type="checkbox"/> Monthly – 1 Evening / Week	\$1,500 / month	16 hrs total
<input type="checkbox"/> Monthly – 2 Evenings / Week	\$2,800 / month	32 hrs total
<input type="checkbox"/> Monthly – 3 Evenings / Week	\$3,900 / month	48 hrs total
<input type="checkbox"/> Monthly – 4 Evenings / Week	\$4,800 / month	64 hrs total
<input type="checkbox"/> Monthly – 5 Evenings / Week	\$5,500 / month	80 hrs total

Payment Method (select one):

☐ Cheque ☐ Cash ☐ Invoice / EFT (approval required)

Cleaning Fee (if required): \$75

Note: Bookings are not confirmed until payment and documents are received.

Section 4 – Insurance & Safety Confirmation

☐ I / We carry general liability insurance and will provide proof at least seven (7) days before the rental date.

☐ I / We do **not** have liability insurance and will sign **Schedule B – Facility Use Liability Waiver**.

☐ I agree to follow all GWES emergency and safety procedures and understand that GWES staff will be onsite for all rentals (no key access permitted).

Section 5 – Request for Donated / Free Gym Time (Optional)

If requesting donated or reduced-cost use, please complete in detail.

Reason for Request / Community Benefit:

Registered Non-Profit? ☐ Yes ☐ No **Received Donated Use Before?** ☐ Yes ☐ No

Can you contribute partial payment or volunteer support? ☐ Yes ☐ No If yes, explain:


Section 6 – Acknowledgment & Signature

By signing below, I acknowledge that I have read and agree to the **GWES Gymnasium Rental Fee Schedule and Policy**, including all rules on safety, cleaning, damages, and cancellations. I accept responsibility for all participants and activities under this rental.

Applicant Signature: _____ **Date:** _____

Printed Name: _____

GWES Approval (Signature): _____ **Date:** _____

 *Attach Schedule B – Liability Waiver if no insurance is provided. Incomplete applications will not be processed.*

Schedule B – Facility Use Liability Waiver & Assumption of Risk Agreement

1. Purpose

This waiver must be completed by any renter or group that cannot provide proof of liability insurance prior to using the GWES Gymnasium.

By signing, the renter accepts full personal and financial responsibility for all risks associated with use of the facility.

2. Acknowledgement of Risk

I acknowledge that participation in physical, recreational, or community activities involves inherent risks, including but not limited to:

- Physical injury, illness, or accident
- Damage to or loss of personal property
- Unexpected hazards arising from equipment use or facility conditions

I voluntarily assume all risks—known and unknown—associated with my use of the GWES Gymnasium.

3. Release of Liability

I, the undersigned, release and forever discharge the **Gitksan Wet'suwet'en Education Society (GWES)**, its staff, Board of Directors, contractors, and representatives from any and all claims, demands, damages, actions, or causes of action arising out of or related to any loss, injury, death, or damage to persons or property occurring during or as a result of my use of the facility.

4. Indemnification

I agree to indemnify and hold harmless GWES, its staff, and representatives from any claims, damages, liabilities, costs, or expenses (including legal fees) that arise from my actions or the actions of participants or guests under my supervision during facility use.

5. Conditions of Use

I agree to:

- Comply with all GWES policies and staff instructions.
- Always provide supervision for all youth and participants.
- Leave the facility clean and orderly; and
- Accept financial responsibility for any damage to GWES property or equipment.

Failure to comply may result in termination of booking and future rental privileges.

6. Declaration of Understanding

I have read and understood this waiver in its entirety. I sign voluntarily and understand this document is legally binding.

I acknowledge that by signing this waiver, I waive certain legal rights, including the right to sue GWES for negligence or injury.

Name of Applicant / Organization: _____

Contact Person: _____

Phone: _____ **Email:** _____

Date(s) of Gym Use: _____

Signature: _____ **Date:** _____

Printed Name: _____

GWES Staff Signature: _____ **Date:** _____