



SCHOOL DISTRICT 5

S O U T H E A S T K O O T E N A Y

Nick Taylor
Secretary Treasurer
School District No.5 (Southeast Kootenay)
940 Industrial Rd 1
Cranbrook, BC V1C 4C6

Re: Supervision of Properties

Dear Mr. Taylor,

I am an employee of School District No.5 (Southeast Kootenay) and I am willing to sponsor and monitor the following activity:

Organization: _____

School: _____

Date/s of Event: _____

Time: _____

I acknowledge that, in this capacity, I am not acting as the organizer of the event, or accepting any liability on behalf of the renting organization.

I will arrange access to the facility (my place of work) for this organization. I will be on site and ensure the facility is suitable for occupancy (lights, heat, unlock and lock doors, deactivate and activate the alarm to the building).

I will contact the SD5 Operations Manager immediately should I have any concerns about the facility including the items above.

Employee's Signature

Date

Please Print Name