



# Active KSA Studio Rental Agreement Form

The **Active KSA Studio** rental agreement form must be completed and submitted to the **Active KSA Coordinator** no less than four (4) weeks prior to the date of your proposed event or project. Your event must receive official approval before you proceed. If you have any questions, please feel free to contact the **Active KSA Coordinator** at 604.599.2528, or by e-mail at: [activeksa@kusa.ca](mailto:activeksa@kusa.ca)

Mission:

The Active KSA Studio (AKS) is a dedicated space for Kwantlen students to enhance their health and wellness through physical and mental activities.

AKS Usage Guideline:

- The AKS shall be used for only health and wellness services, activities and classes
- KSA clubs that promote health and wellness may use the AKS free of charge
- Only non-marking running shoes/dance shoe must be worn (please ensure that all shoes are clean when entering the studio - any damage to the studio may prohibit future use)
- Groups are to have the room cleaned and restored to its original condition
- During room use individuals will be asked to place their personal belongings in the cabinet instead of the floor or on top of the cabinet
- There will be no furniture in the room
- There will be no food allowed in the room
- Only water is permitted
- Rental rates may be applied (prices may vary depending on group)
- Any damages caused will be the responsibility of the user(s)
- The KSA or Kwantlen Polytechnic University does not take any responsibilities for any loss or stolen items
- All official clubs or groups must have liability insurance before using the AKS and is fully responsible for any injuries or even cause of death

<b>Date Submitted</b>	
<b>Event Name:</b>	
<b>Rental Dates and Times:</b>	
<b>Organizing group or body:</b> <i>Include detailed contact information for all organizers</i>	
<b>Event Organiser Contact Information:</b> <i>Include first and last name, best phone numbers to be reached at, and email.</i>	
<b>Submitted to/approved by:</b>	

<b>Purpose of use:</b> <i>How many people are expected?</i> <i>Do you require use of the stereo?</i>	
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\*Along with this agreement form, please send us a copy of your liability insurance\*  
Note: A minimum of \$5,000,000 liability insurance is required

By signing this agreement, I have read and agree to all the conditions that have been stated. I recognize that the contract may be terminated if any of the conditions are not adhered to.

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Signature of Applicant