

KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD
Application for Use of Facilities (see Procedure 801 & Appendix A)

SCHOOL CODE	
PERMIT #	

- Organization: _____
 If registered charity, please provide registration #: _____
- Contact Person: Name _____
 Address _____
 Telephone (Residence) _____ (Business) _____
- Type of Organization:
 Keewatin-Patricia District School Board Church group Government
 Children's group Community group Business
 Service Club Charity Other _____
- Type of Activity:
 Course Sports & Recreation Social
 Meeting Fund Raising Other _____
- Category: **A** Non-Profit **B** Government/For-Profit (see appendix A) **C** Long-term Lease
- Purpose of Function: _____
 If activity requires leaders/coaches/instructors, are these paid positions? Yes No
 If a fee is being charged to participants, what is the fee? (May attach fee schedule) \$ _____
- Facilities Requested: School Name _____
 Specific Room(s) _____
- Equipment Requested: _____
- Attendance Anticipated: Number of Children _____ Number of Adults _____
- Date(s) and Times Requested:

SHORT TERM USE:

Total Hours

Date	From	am/pm to	am/pm	
Date	From	am/pm to	am/pm	
Date	From	am/pm to	am/pm	

LONG TERM USE:

Total Hours

Date	From	am/pm to	am/pm	
Date	From	am/pm to	am/pm	
Date	From	am/pm to	am/pm	

Starting Date _____ Ending Date _____

Except the following dates _____

11. The applicant certifies to have read and understood Fees, Procedures and Regulations respecting the Use of Facilities and agrees to conform and to be strictly bound thereby. The applicant agrees to pay all charges detailed on the back of this form a minimum of three business days prior to the commencement of the activity.

Date

Signature of Applicant

APPROVAL OF PERMIT

Date

Signature of Principal or Designate

FACILITY FEES AND CHARGES:

Permit Fee				\$	_____
Facilities Fee					
	_____ HRS x _____	\$/HR x DAYS	\$	_____	
	_____ HRS x _____	\$/HR x DAYS	\$	_____	
	_____ HRS x _____	\$/HR x DAYS	\$	_____	
Equipment Fee				\$	_____
				\$	_____
Caretaker Overtime					
	_____ HRS x _____	\$/HR	\$	_____	
All Sport Insurance Premium				\$	_____

Community Use of Schools (CUS) Credits

(only apply to Category "A" permits)

CUS Credit for	Permit Fee	\$	_____
CUS Credit for	Equipment Fee	\$	_____
CUS Credit for	Caretaking Overtime	\$	_____
CUS Credit for	Premium	\$	_____
	TOTAL FEES	\$	=====

PROCEDURES:

1. All applications for use of school facilities are to be made through the school office, or in certain instances through Keewatin-Patricia District School Board offices.
2. Permit forms are to be completed in quadruplicate and signed by the Principal or designate, as applicable, before the permit is valid.
3. The person approving the permit must determine all facility charges at the time of approval.
4. Copies of the permit are to be distributed as follows, as soon as the permit is approved: original to applicant, 1st copy to Facilities Manager at Board Office, 2nd copy to Principal, 3rd copy to caretaking staff.
5. All fees are to be collected a minimum of three business days prior to the commencement of the activity.

REGULATIONS AND CONDITIONS:

This permit is issued subject to the applicant observing the following regulations and conditions. Failure to comply with these regulations and conditions may result in cancellation of this permit or loss of eligibility for future permits.

1. The Board will not be responsible for personal injury, damage or loss or theft of personal property or equipment of applicant or anyone attending the function.
2. The applicant shall be responsible:
 - a) for the conduct and supervision of all persons admitted to the school buildings and/or property and shall ensure that all regulations are strictly observed,
 - b) to see that all persons admitted to the function stay within the area or areas designated on the permit. All other areas are strictly out of bounds,
 - c) to see that all persons admitted to the function have vacated the school buildings and/or grounds promptly at the time specified on the permit or completion of the function. The time specified on the permit shall not be later than **12:00 a.m. (midnight)** unless approved otherwise by the Facilities Manager or his designate,
 - d) for conveying all fire and emergency alarm procedures to persons attending the function.
3. The following regulations must be strictly observed:
 - a) Games of chance, lotteries or gambling in any form is forbidden.
 - b) Alcoholic beverages are forbidden.
 - c) Smoking is forbidden.
 - d) All exits must be free of an obstruction.
 - e) Use of equipment not designated on the permit is forbidden.
 - f) Reconstruction and/or permanent painting of existing stage or building fixtures is forbidden.
 - g) Equipment, personal property, stage props, materials, etc., of the applicant must be removed within 24 hours of completion of the function or the Board will have same removed at the applicant's expense.
 - h) Any requirement for more electrical power than is supplied at the stage source must be stated on the permit at the time of application. Connection and disconnection of additional electrical cables and equipment will be permitted only if performed by a qualified electrician at the applicant's expense.
4. In the absence of the school Principal, or designate, the school caretaker has the responsibility and authority to ensure that the terms and conditions of this permit are strictly enforced.
5. In the event of conflict between an approved school activity and the function specified in this permit, the school activity shall have precedence. Any fees paid by the applicant will be reimbursed.
6. The applicant is responsible for all damages and/or losses arising from the use of school property and agrees to reimburse the Board for any costs incurred by the Board as a result of such damages and/or losses.
7. Any and all procedures detailed in Keewatin-Patricia District School Board, Policy #801, Use of School Facilities, Grounds and Equipment form part of this permit.

RENTAL FEES AND CHARGES:

The rental fees and charges shall be based on applicable Board policies and regulations and on rental fee rates set by the Board. The applicant must pay all of the total estimated fees and charges in advance of the function. Final rental fees and charges may be revised where necessary. Failure to pay required advances before the function or failure to pay final rental fees and charges (less any advance payment) within 30 days of being invoiced may result in cancellation of this permit or loss of eligibility for future permits.