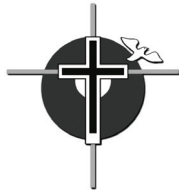


## Permit for Rental of School Facilities


 Not-For-Profit Group

 For-Profit Group

No.: \_\_\_\_\_ School: \_\_\_\_\_

Name of Organization \_\_\_\_\_

Name of Officer Applying \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Postal Code \_\_\_\_\_ Phone: Res. \_\_\_\_\_ Bus. \_\_\_\_\_

Nature of gathering \_\_\_\_\_

\_\_\_\_\_ No. of participants \_\_\_\_\_

**Please complete the following section for either Profit Groups OR Non-Profit Groups:**

<p><b>NOT-FOR-PROFIT GROUP</b>  <i>No Fee Collected</i>                  Additional Custodial Hours: _____                   Code: 40-000-117-000-1/4-CTR</p>	<p><b>PROFIT GROUP</b>                  Rental Fee \$ _____                  Additional Custodial Hrs. _____ x rate/hour _____ = \$ _____  <i>(Rate per hour as listed under Extraordinary Costs 5.2 C)</i>                  Subtotal \$ _____                  GST on Subtotal @ 5% \$ _____  <b>Total Due</b> \$ _____                  Code: 40-000-118-000-1/4-CTR <i>Cheques can be made payable to the school.</i></p>
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**NOTE:** A copy of the custodial time sheet for extra hours, if required, **must be attached to the Associate Director of Education copy** of the permit when it is sent in.

<b>DATE(S) AND TIME(S) REQUESTED:</b>						
DAY	DATE	TIME				HOURS
		From:	AM/PM	To:	AM/PM	
		From:	AM/PM	To:	AM/PM	
		From:	AM/PM	To:	AM/PM	
		From:	AM/PM	To:	AM/PM	
		From:	AM/PM	To:	AM/PM	
<b>GYMNASIUM FACILITIES:</b>						
Gymnasium <input type="checkbox"/>	Double Gym <input type="checkbox"/>	Exercise Gym <input type="checkbox"/>	Equipment Required <input type="checkbox"/>	Change Room(s) <input type="checkbox"/>		
<b>AUDITORIUM FACILITIES:</b>						
Auditorium <input type="checkbox"/>	Dressing Rooms <input type="checkbox"/>	Lecture Theatre <input type="checkbox"/>	Other _____			
<b>SEE REVERSE FOR ADDITIONAL APPLICATION REQUIREMENTS FOR AUDITORIUM USE.</b>						
<b>OTHER FACILITIES:</b>			<b>EQUIPMENT REQUIRED:</b>			
Cafeteria <input type="checkbox"/>	Kitchen <input type="checkbox"/>	Tables <input type="checkbox"/>	Microphone/Audio system <input type="checkbox"/>			
# of Classroom(s) <input type="checkbox"/>	Lobby <input type="checkbox"/>	Chairs <input type="checkbox"/>	Time Required _____			
OTHER _____			to _____			

DATE ISSUED \_\_\_\_\_ APPLICANT \_\_\_\_\_

SCHOOL PRINCIPAL (Authorized Board official) \_\_\_\_\_

REGULATIONS:

- (a) Priority will be given to activities sponsored by the Board or extra-curricular activities sponsored by the school administration as part of the educational program (includes **Not-For-Profit** organizations as stipulated in *Appendix A*).
- (b) The Board reserves the right to cancel any permit should it be found necessary to use facilities for school purposes or if the conditions and responsibilities are not complied with.
- (c) Smoking is prohibited.
- (d) Alcoholic beverages shall not be permitted without permission from the Director of Education or designate.
- (e) Activities involving fireworks or other pyrotechnical devices shall not be permitted.
- (f) Activities involving the discharge of use of weapons shall not be permitted.
- (g) No permit shall be issued to anyone under 18 years of age.
- (h) A permit is not transferable and is not valid unless signed by an authorized Board official.

INSURANCE:

- (i) The Board shall not be responsible for personal injury, damage or loss of property.
- (j) Applicants shall be responsible for the conduct and supervision of all persons admitted to the School building and shall see that regulations are observed.
- (k) Applicant must provide proof of insurance of a minimum of \$2 million, naming the Board as additional insured.
- (l) Applicant accepts liability for all damages arising out of bodily injury sustained by persons under his charge and property damage done by persons under his charge or through the applicant's neglect.
- (m) Applicant waives all rights of action against the Board, and agrees to indemnify the Board from any actions or causes of actions against the Board taken by any person under his control.
- (n) In order to ensure adequate security, a daily inspection is to be made before vacating the premises at the end of each session.

PERMIT HOLDER RESPONSIBILITY:

- o) The fees, payable to the School, if applicable, are due immediately upon issuance of the permit.
- p) Only the facilities and equipment specified in the permit shall be used.

**c.c. (1) School Office/Principal (2) Applicant (3) Associate Director of Education (4) Supervisor of Plant Operations**