

**PERMIT FOR COMMUNITY USE OF SCHOOL
FACILITIES AND PROPERTIES**

NAME OF GROUP:	
APPLICANT'S NAME:	TELEPHONE: BUS. RES.
STREET/P.O. BOX:	
CITY/PROV:	POSTAL CODE:
SCHOOL REQUESTED:	
DATE(S) REQUIRED:	NUMBER OF PERSONS ATTENDING:
TYPE OF EVENT:	ADMISSION CHARGE:
TIME REQUIRED TO SET UP from.....to.....	ACTUAL TIME OF EVENT from.....to.....
WILL LIQUOR BE SERVED: YES NO	

PLEASE CHECK (T) REQUIREMENTS

GYMNASIUM	CAFETERIA	KITCHEN
CLASSROOMS # REQ'D	LIBRARY	STAFF ROOM
GROUNDS	OTHER AREAS	
CUSTODIAN REQUIRED		
EQUIPMENT/OTHER REQUIREMENTS		
<i>THE APPLICANT HAS READ THE RULES AND REGULATIONS ON THE REVERSE OF THIS PERMIT AND ACCEPTS ALL TERMS AND CONDITIONS. SMOKING IS NOT ALLOWED ON SCHOOL BOARD PROPERTY.</i>		
SIGNATURE:	DATE:	

THIS SECTION FOR SCHOOL USE ONLY

<u>Group A – School Related</u>	<u>Group A – Community Non-Profit</u>	<u>Group B – Commercial</u>	PERMIT NO.
RENTAL FEE: EXEMPT	RENTAL FEE: _____ hrs. @ \$_____ hr. = \$_____	RENTAL FEE: _____ hrs. @ \$_____ hr. = \$_____	
AMOUNT COLLECTED: \$	DATE:		
REFUNDABLE KEY DEPOSIT - \$20.	REFUNDABLE DAMAGE DEPOSIT - \$100.		
LIQUOR PERMIT ATTACHED: YES NO	INSURANCE CERTIFICATE ATTACHED: YES NO		
APPROVED BY:	DATE:		

**FOR ENQUIRIES, PLEASE CONTACT THE SCHOOL PRINCIPAL
SEND COMPLETED APPLICATION, RENTAL FEE AND DEPOSIT TO THE APPROPRIATE SCHOOL PRINCIPAL**

REGULATIONS REGARDING THE COMMUNITY USE OF SCHOOL FACILITIES AND PROPERTIES

1. No permit will be granted which will interfere with the work of the school, either during or outside school hours.
2. Schools may be used by responsible groups or organizations for educational purposes or for community services, preference being given per the following:

Group "A"

School Related

Community Non-Profit

- School-based education parent groups
- Non-credit continuing education courses
- Programs sponsored and/or supported by the Board
- Parish groups not covered by other reciprocal agreements
- Not-for-Profit Youth-related community groups (i.e. Scouts/Guides, YMCA/YWCA)
- Not-for-Profit recognized children's sport and recreation service providers (see Schedule "C")
- Not-for-Profit childcare operations – Before and After School childcare (as per the Day Nurseries Act)
- Other Not-for-Profit or charitable groups such as local service clubs, community health associations, etc. as determined by the School Board
- Not-for-Profit adult and senior groups

Group "B"

- All commercial and business activities for their own direct or indirect benefit
3. The holder of the permit shall be responsible to the Board for all damages to the building or equipment, and shall indemnify and save harmless the Board from any claim resulting from or arising out of the use of the building or any part of it under such permit, in which they are solely negligent. Accordingly, prior to approval of the permit, the applicant must submit a copy of a general liability policy in the minimum amount of \$2,000,000. with the Board designated as an additional insured for the proposed event/activity.
 4. The building must be vacated by the time shown on the permit.
 5. The permit holder is required to ensure that all those who are under his/her supervision have safely left the premises.
 6. Parking on Board property, where it is provided, is a privilege for which no charge is made. All parking, therefore, is at the risk and responsibility of the owner and/or the driver of the vehicle. No parking is permitted in driveways or on lawns.
 7. When a Liquor Licence is required, applications shall be made to the school Principal on the form provided, not later than four (4) weeks before the event. Other applications shall be made three (3) weeks before the event. All applications must be accompanied by a cheque for the total rental fee, plus a damage deposit of \$100.
 8. When Liquor Licences are required, approval will be given only for Board-sponsored functions, or wedding receptions, or anniversaries for parishioners for which the parish priest has specifically requested approval by a written application to the Principal for its approval.

9. If liquor is to be served at the event, the applicant must obtain all necessary permits from the Liquor Licence Board of Ontario, and must purchase "Liquor Law liability" insurance in the minimum amount of \$2,000,000., with the Board designated as an additional insured. Unless approval is not otherwise granted, the Caretaker of the school will be required to attend the school during the event, and his/her fee shall be determined per the current Board/CUPE Agreement.
10. Permit holders are not permitted the use of any school equipment unless authorized on the permit.
11. Permit holders are required to restrict activities to the location stated on the permit.
12. The Board will not be responsible for personal injuries or damages, or for the loss or theft of any articles of clothing or equipment of the applicant, or of anyone attending on the invitation of the applicant.
13. Where a permit fee is applicable, a deposit of \$100. per permit is required, such deposit to be refundable when no damages have occurred and if the premises are vacated by the appropriate time.
14. A deposit of \$20. is required for each key signed out. All keys shall be returned to the school no later than two (2) working days after the function, or before the end of the school year in the case of multiple function activities, and the deposit(s) will be returned.
15. Any group shall be charged the overtime rate for a minimum of 3 hours per the Board/CUPE current Agreement if they fail to properly lock the school and set up the security alarm system after the event.
16. Due to special circumstances, it may occasionally be necessary to cancel an outside function in order to accommodate a school function.
17. Failure to comply with these Regulations will result in cancellation (or refusal to approve) future events for a group.
18. Rental Charges - see Schedule of Hourly Rates, which can be obtained from the School Principal.