



## PERMIT APPLICATION

### Community Use of School Facilities

<b>School Requested</b>	
<b>Office Use Only</b>	

This application must be received by the school administration at least 14 days prior to the start date of the permit. Review Regulations governing community use of schools before signing this permit application.

<b>Name of Group / Agency / Individual</b>		<b>Start date</b>	
<b>Registered Charity or Business (BIN) #</b>		<b>End date</b>	
<b>Purpose of Permit</b>		<b>Start time</b>	
<b>Contact Name</b>	<b>Position</b>	<b>End Time</b>	
<b>Address</b>	<b>Postal Code</b>	<b>Total Hours</b>	
<b>City /Town</b>	<b>Attachments (submit with application)</b>	<b>No. of people / use</b>	
<b>Email Address</b>	<b>Smart Serve Certificate #</b>	<b>Tot. people / Permit</b>	
<b>Telephone Number</b>	<b>Liquor Licence Attached: (Y/N)</b>	<b>Fees to be charged during permit</b>	
<b>Use Comment</b>	<b>Insurance Certificate Attached (Y/N)</b>	<b>Membership</b> \$	
		<b>Participation</b> \$	
		<b>Admission</b> \$	

Caretakers are required (minimum 3 hours) for some weekday evenings and all weekends. As per their collective agreement caretaking staff receive overtime for Saturdays and double time on Sundays. This must be arranged and approved in advance by school administration.

<b>Caretaker requested</b>	<input type="checkbox"/>	<b>Principal initial if request approved</b>	
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**INSURANCE:** If your organization does not have insurance you may be eligible for coverage through the Ontario School Boards' Insurance Exchange. Ask for details.

<b>Sporting Activity</b>	<input type="checkbox"/>	<b>Explain</b>	
<b>Special Event</b>	<input type="checkbox"/>		
<b>Seminar or Meeting</b>	<input type="checkbox"/>		

The permit applicant shall further undertake and agree to indemnify and save harmless the Algonquin and Lakeshore Catholic District School Board, its employees, agents and/or students. I affirm that I have read the Regulations regarding this application.

<b>Applicant's Signature</b>		<b>Date</b>	
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FOR ENQUIRIES, PLEASE GO TO [WWW.ALCDSEB.ON.CA](http://WWW.ALCDSEB.ON.CA) AND CLICK ON THE COMMUNITY USE OF SCHOOLS BUTTON  
OR CONTACT THE SCHOOL PRINCIPAL. COMPLETED APPLICATIONS ARE TO BE DELIVERED TO THE SCHOOL.

<b>THIS SECTION FOR SCHOOL ADMINISTRATION ONLY</b>					
	<p>Note: Rental Fees, Insurance and Deposits are three separate cheques/payments</p> <p>Rental rate / hour <input style="width: 50px;" type="text"/> x No. of hours <input style="width: 50px;" type="text"/> =</p> <p>Caretaker hours <input style="width: 50px;" type="text"/> Allow time for set-up and take down</p>				
<p>THE APPLICANT MAY BE ELIGIBLE FOR A NOT-FOR-PROFIT SUBSIDY</p> <p>Send a copy of this permit to the CUS Outreach Coordinator (fax 613.354.2502)</p>					
<b>Principal's Signature</b>		<b>Key Deposit</b>		<b>Insurance Premium</b>	\$ <input style="width: 50px;" type="text"/>
<b>Date Approved</b>		<b>Damage Deposit</b>		<b>Tax</b>	\$ <input style="width: 50px;" type="text"/>
				<b>Total due for Insurance</b>	\$ <input style="width: 50px;" type="text"/>
				<b>Rental Fee</b>	\$ <input style="width: 50px;" type="text"/>
				<b>Caretaker Fee</b>	\$ <input style="width: 50px;" type="text"/>
				<b>CUS Subsidy</b>	\$ <input style="width: 50px;" type="text"/>
				<b>Total Fee (not incl. ins.)</b>	\$ <input style="width: 50px;" type="text"/>
				<b>Key Deposit (\$20)</b>	\$ <input style="width: 50px;" type="text"/>
				<b>Damage Deposit (\$100):</b>	\$ <input style="width: 50px;" type="text"/>