

Northeastern Catholic District School Board
APPLICATION AND PERMIT FOR USE OF SCHOOL FACILITIES



Name of Organization _____	
School Required _____	Location _____
Date(s) Required _____ _____	Times: From _____ To _____
Accommodation Required Classroom <input type="checkbox"/> Basement Room <input type="checkbox"/> *General Purpose Room <input type="checkbox"/> *Gymnasium <input type="checkbox"/> Grounds <input type="checkbox"/> Other (Specify) _____ _____	Special Privileges Required Kitchen <input type="checkbox"/> Chairs <input type="checkbox"/> Card Tables <input type="checkbox"/> Dishes <input type="checkbox"/> Custodian <input type="checkbox"/> Specialized Equipment (Specify) _____
Purpose of Event _____	Admission Charge (if any) _____ Anticipated Attendance _____

FEES (See Policy F-21) \$ _____
 NOTE: Fees, if applicable, must accompany this Application

* NOTE:
 Capacity for the Gym, G/P Room
 DANCE (Chairs & Tables): _____
 DINING (Chairs & Tables): _____
 ASSEMBLY (Meeting): _____

NOTE:
 Capacity re:
Overnight Accommodation
 # of students _____
 Supervision _____

WE CERTIFY THAT WE HAVE READ OVER THE CONDITIONS AND REGULATIONS APPEARING ON THE BACK OF THIS PERMIT, AND AGREE TO CONFORM THERETO, AND TO BE STRICTLY BOUND THEREBY.
 WE FURTHER AGREE TO REIMBURSE THE NORTHEASTERN CATHOLIC DISTRICT SCHOOL BOARD FOR THE COST OF REPAIRS TO BOARD PREMISES, FURNITURE OR EQUIPMENT DAMAGED BY OUR USE OF THE FACILITIES.

Name of Association or Group _____	Applicant's Name (please print) _____
Applicant's Signature _____	Address _____ _____
Date _____	Telephone _____
	Postal Code _____

THE ISSUE OF THIS PERMIT IS ENTIRELY AT THE DISCRETION OF THE BOARD. THE BOARD RESERVES THE RIGHT TO CANCEL THE SAME WITHOUT NOTICE UPON BREACH OF ANY OF THE CONDITIONS OR REGULATIONS, OR SHOULD THE BOARD BE OF THE OPINION THAT THE PREMISES ARE NOT TO BE, OR ARE NOT BEING USED FOR THE PURPOSES CONTAINED IN THE APPLICATION.

Insurance Certificate: Class B or C applicants shall submit a certificate naming the Board "Additional Insured" on their liability insurance policy which must be for a minimum coverage of \$2,000,000. **submitted**

FOR BOARD USE ONLY

Recommended <input type="checkbox"/> Not recommended <input type="checkbox"/>	Approved By: _____ _____
School Principal _____	Manager of Plant _____

IN ACCORDANCE WITH THE MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT, THE INFORMATION PROVIDED ON THIS FORM WILL BE USED SOLELY FOR RECORDING PURPOSES. PLEASE DIRECT ANY ENQUIRIES TO THE BOARD'S FREEDOM OF INFORMATION COORDINATOR AT 268-7443.

REGULATIONS GOVERNING USE OF SCHOOL FACILITIES

1. The Board will not be responsible for personal injury or damage, loss or theft of the property of the applicant or anyone attending on the invitation of the applicant.
2. The applicant shall be responsible for the conduct and supervision of all persons admitted to the buildings and grounds and shall see that all regulations contained in this permit are strictly observed.
3. The exits must be kept free from obstruction at all times.
4. The total number of admissions to any one performance shall not exceed the seating capacity of the gymnasium or auditorium as determined by the local Fire Department.
5. The applicant must pay for all damage arising from the use of the school property and equipment.
6. Permits for facilities are available on a year-round basis but must not prevent cleaning, repairs or other operations from being completed.
7. Bookings will be made through the School Principal's Office. Applications for use of schools must be completed in its entirety. After being approved by the Supervisor of Maintenance, a copy is forwarded to the School Principal, who, in turn, provides a copy to both the Applicant and the School's Custodian.
8. Reservations should be made two (2) weeks before the date of use, and rental charges, if applicable, must accompany the application.
9. Groups using facilities for athletic activities must wear footwear of a type which will neither mark nor damage the floor.
10. Organizations may use only the rooms covered in their rental application and the associated corridors and washrooms. All other parts of the building are out of bounds.
11. Applicants must leave facilities in a clean and wholesome condition; if otherwise, related clean-up costs shall be billed to the applicant.
12. The School Custodian or suitable appointee must be involved for security purposes in all activities requiring a liquor permit. Financial arrangements, if necessary, are the responsibility of the applicant.

13. Schedule of Fees:

<u>Classification of Use</u>	<u>FEES</u>
a) NON-PROFIT: A function from which the proceeds, if any, are used for charitable or community purposes.	No Charge
b) COMMUNITY ENDORSED: Functions which are endorsed by a municipal recreation authority, or in those townships without an established recreation authority, by a municipal council or by a recognized community association.	No Charge
c) PROFIT/COMMERCIAL: Functions for which the ultimate result is intended to be the personal or corporate benefit/profit of the promoter(s).	See Schedule of Fees under Policy F-21

14. Policy on a Smoke-Free Environment:

Recognizing that smoking is a health hazard, that the health of both students and staff will benefit from a smoke-free environment and that it is the prime responsibility of the school to educate, the Board prohibits smoking in all buildings and on property owned, leased and operated by the Board.

Policy Regulations

- a) The provisions of this policy come into effect on April 20, 2002 subject to the provisions of Policy F-21 Community Use of Schools.
- b) The prohibition from smoking is in effect at all times.
- c) When school facilities are used by community organizations or groups under the Community Use of Schools Policy of the Board, application may be made for an exemption under special circumstances. This exemption does not apply to classroom areas, offices, seminar rooms or libraries.

15. Liability Insurance:

The rental group/organization shall provide proof of insurance coverage in the amount of two millions dollars (\$2,000,000.00) naming the Northeastern Catholic District School Board as an additional insurer on the policy. The Board will purchase insurance on behalf of the groups who are unable to provide a Certificate of Insurance and bill them for the cost.