



## Interlake School Division-Community Use of Schools: APPLICATION FOR USE OF SCHOOL FACILITIES – PART 1

### Introduction:

The Interlake School Division (“DIVISION”) acknowledges that school facilities are an integral part of the community. The DIVISION encourages and makes available its facilities for community use to organizations and groups as much as possible within certain parameters. The DIVISION requires that you (the outside user/applicant, herein called APPLICANT) demonstrate to the satisfaction of DIVISION that there will be sufficient controls in place to follow the conditions of the permit and to prevent foreseeable harm to property damage related to activities at the event. The DIVISION has developed this application in order to:

- Establish rules for the use and operation of school facilities by outside individuals and user groups.
- Promote safe, responsible use of these facilities.

User groups and their organizers are not covered users by the School Board’s liability insurance, and should therefore obtain liability insurance for their activities, or confirm with their insurance broker that they are covered under their homeowner’s insurance policy. Liability insurance is the responsibility of the user group.

Various outside groups may have access to liability insurance from their parent organizations such as Sport Manitoba Organizations, Boy Scouts, Girl Guides, etc. and should confirm for themselves whether such insurance exists for them. **INSURANCE COVERAGE FOR THE USER IS ENTIRELY THE RESPONSIBILITY OF THE APPLICANT.**

APPLICANTS will not be permitted use of facilities unless they accept the conditions printed herein.

### CONDITIONS:

1. A building/facility will be available for use only upon application and approval of availability from the Interlake School Division Office at 192 2<sup>nd</sup> Avenue North, Stonewall, Manitoba at 204-467-5100.
  - The applicant must be in possession of an approved application form at time of use.
2. The members of any group, organization or spectators while in a school building must be under the immediate supervision and control of a competent and trustworthy adult who will undertake personally to be responsible for the requirements of the DIVISION. The name(s) of the supervising adult(s) must be entered on the application for permit.
  - If a program requires the use of more than one room the APPLICANT must provide one adult supervisor for each room in use.
3. All exits must be kept clear.
4. School equipment cannot be used without permission (as indicated on this approval form).
  - Permission to use facilities in a school does not carry with it the right to use any moveable apparatus in the school. Special application must be made for the privilege. Specific use shall be shown on the application.
5. **SMOKING, ALCOHOLIC BEVERAGES AND WEAPONS ARE STRICTLY PROHIBITED IN ALL SCHOOL BUILDINGS AND ON SCHOOL PROPERTY.**
6. The DIVISION reserves the right to discontinue/cancel for any use on short notice. If we discontinue due to a fault of the APPLICANT, no refund will be issued.
7. If the School Division is closed for any reason(s) all Community Use of Facilities will also be cancelled.
8. The APPLICANT will protect, indemnify and save harmless the DIVISION, its servants or agents, of and from all claims for damages that may arise out of the use of building/facilities/grounds by the APPLICANT.
9. The APPLICANT will be responsible for any loss or damage to the building or equipment resulting from the use of the Interlake School Division facilities. The Maintenance Supervisor/designate shall assess any loss or damage(s) and the APPLICANT shall pay the amount of such loss or damage to the Secretary-Treasurer of the DIVISION.
10. The use of tap shoes, application of powder, wax or any other preparation to gymnasium or auditorium floors for dancing purposes is prohibited.
  - Appropriate footwear (athletic shoes with non-marking soles) must be worn in gymnasiums for sports activities.
  - Glass containers must not be brought into the auditorium/gymnasium areas.
11. Live animals are not permitted inside school buildings.
12. Improper use of school property, for the use of which an application has been approved, will result in immediate cancellation of usage.
  - a. Building/facilities shall not be used for private gain except if specifically approved under this application.
13. Permission to use specially equipped rooms such as Home Economics, Industrial Arts, Technology Labs, etc. will usually not be granted due to the high costs and risk/safety concerns associated with these facilities.
14. Where custodial and/or other services are deemed necessary by the Principal, a fee shall be levied which will recover all costs to the School Division.
  - a. Organizations must clean-up where a custodian/cleaner is not on duty.
15. The Principal may give out keys for the school, at his/her discretion. All keys are to be returned to the Principal at the completion of the activity. Principals shall instruct the applicant as to the proper procedures to follow in the event of a fire alarm. The applicant shall instruct the members of his/her group as to the procedures to follow in the event of a fire alarm. All instruction shall be prior to the commencement of the function.
16. The building/facility is to be used only on the date(s), and hours, and for the purpose specified and must be in compliance with all Provincial/Municipal regulations. All buildings must be vacated by the designated time indicated at time of application approval.
  - The times listed on the permit are the times in which participants can enter the building/facility and vacate the building.
  - Schools may be available during holiday periods providing custodial cleaning and maintenance repair schedules are not in conflict for the necessary cleaning and repairs to take place.
17. The user group is responsible for the security of the building. The doors shall be locked at all times or a monitor shall be placed at the door to restrict entrance into the building to authorized persons only.
  - The Interlake School Division may hire a door monitor with costs to be paid by the user group(s).
18. Fast-track booking may be occasionally used usually due to inclement weather BUT can only be booked by the principal or his/her designate on the day of the event. A staff member will be responsible for the school and the Community Use of Schools form must be faxed to the Division Office on the following work day with payment to follow.
19. **Booking Priority:**
  - 1<sup>st</sup> Priority – an extension of our educational program
  - 2<sup>nd</sup> Priority – division approved groups/Continuing Education
  - 3<sup>rd</sup> Priority – community groups
  - 4<sup>th</sup> Priority – commercial



Interlake School Division-Community Use of Schools:
APPLICATION FOR USE OF SCHOOL FACILITIES – PART 2

PLEASE PRINT

School Requested: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ Contact Person: \_\_\_\_\_
Address: \_\_\_\_\_ Address: \_\_\_\_\_
Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_
Email: \_\_\_\_\_ Email: \_\_\_\_\_

Time(s) and Date(s) of Use applied for: Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Particulars of Activity: \_\_\_\_\_

Number of Participants Expected: \_\_\_\_\_ Approximate age of participants ("adults" or "children"): \_\_\_\_\_

Name of Supervisors: \_\_\_\_\_ Telephone: \_\_\_\_\_ Group Composition:
(Local Residents 50% or more)
[ ] Yes [ ] No
Does your group have liability insurance?
[ ] Yes [ ] No

Requirements: (Facilities/Equipment)

[ ] Gymnasium \_\_\_\_\_ [ ] Classroom(s) \_\_\_\_\_ [ ] Other: \_\_\_\_\_
[ ] Type and Quantity of Equipment, if required: \_\_\_\_\_

COMMUNITY USE OF SCHOOL RATES

Office Use Only:

Fees:

- 1. Administration Fee \$ 15.00
2. Rental Fee \$
3. Use of Equipment \$
4. Caretaker \$
5. Security/Monitor \$
6. Non-Resident Surcharge \$

TOTAL FEE

Short/Long Term Booking

Priorities:

- Fall Bookings (Sept-Jan ) must be completed by August 15th
• Winter/Spring Bookings (Feb-June ) must be completed by January 15th
• If there is a demand for the same facility on the same night, a "draw" will be held each term to determine usage after the priority booking date.

Table with 5 columns: Activity, Description, Admin Fee, 1 Time Rental Fee, Short-Term Rental Fee (per term), Long-Term Rental Fee (per term). Rows include Gym, Classroom, and Gym or Classroom.

Other Terms or Conditions:

Application approved by : \_\_\_\_\_ Date issued (d/m/yr): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
c/o Interlake School Division

This is to certify that (I) (My Organization), while occupying said facilities, will provide and be responsible for adequate adult supervision and the security of school property and will abide by all rules and regulations as established by the school and/or DIVISION. I(we) agree to pay for any damages incurred to property and/or equipment and to pay rental fees as outlined. The permit holder (user group) will protect, indemnify and hold harmless the School Division and its agents from all claims for damages that may arise out of the use of buildings or grounds by permit holder. If liability insurance premium is not indicated above, the applicant, agrees to obtain his/their own insurance for this event.

Signed (Contact person): \_\_\_\_\_ Date (d/m/yr) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_