

Bruce-Grey 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: \_\_\_\_\_

Special Privileges Required:

- \_\_\_\_ Classroom .....
- \_\_\_\_ Basement Room .....
- \* General Purpose Room .....
- \* Gymnasium .....
- \_\_\_\_ Grounds .....
- Other (Specify) \_\_\_\_\_  
 \_\_\_\_\_

- \_\_\_\_ Kitchen .....
- \_\_\_\_ Chairs .....
- \_\_\_\_ Card Tables .....
- \_\_\_\_ Dishes .....
- \_\_\_\_ Custodian (opening, closing, clean-up) .....
- \_\_\_\_ Specialized Equipment (Specify) \_\_\_\_\_  
 \_\_\_\_\_

Purpose or Nature of Gathering: \_\_\_\_\_  
 \_\_\_\_\_

Admission Charge (if any) \_\_\_\_\_  
 Anticipated Attendance \_\_\_\_\_

RENTAL FEES: (See Regulation #14) \$ \_\_\_\_\_

\* NOTE: Capacity for the Gym, G/P Room  
 DANCE (chairs and tables) \_\_\_\_\_  
 DINING (chairs and tables) \_\_\_\_\_  
 ASSEMBLY (meeting) \_\_\_\_\_

NOTE: Rental Fees, if applicable, MUST accompany this application.

INSURANCE: (See Regulation #1)

Certificate Attached (naming Board co-insured)

Insurance Required from All-Sport

All cheques made payable to the Bruce-Grey Catholic District School Board

Ins. Fee \$ \_\_\_\_\_ + \$20 Admin'n cost = \$ \_\_\_\_\_

**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 Bruce-Grey 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

\_\_\_\_\_  
 Postal Code

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Telephone

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

- For Board Use Only -

Recommended  Not Recommended


Approved by: \_\_\_\_\_

\_\_\_\_\_  
 Principal

\_\_\_\_\_  
 Authorized Board Official

1. Organizations and individuals using the Board facilities must provide proof of liability insurance (\$2 million minimum) and the Board must be named as an additional insured on the insurance certificate, or alternatively, purchase All Sport Insurance through the Board.
2. 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.
3. The applicant shall be responsible for the conduct and supervision of all persons admitted to the school buildings and grounds and shall see that all regulations contained in this permit are strictly observed.
4. The Exits must be kept free from obstruction at all times.
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 Principal's Office. Applications for use of schools must be completed in quadruplicate. After being approved by the Superintendent, the pink copy is forwarded to the applicant, white copy retained by the administration office, yellow copy forwarded to the Principal and goldenrod copy provided for the school custodian.
8. Reservations should be made two 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 should be billed to the applicant.
12. The serving of alcoholic beverages on school premises or grounds is prohibited. Where an exception applies to serve alcoholic beverages, a license agreement and proof of insurance must be completed and provided to the Board.
13. 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.

14. SCHEDULE OF RENTAL FEES

Classification of Use	<u>RENTAL FEES</u>
a) <b>NON-PROFIT:</b> A function from which the proceeds, if any, are used for charitable or community purposes.	No Charge
b) <b>COMMUNITY ENDORSED:</b> 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) <b>PROFIT/COMMERCIAL:</b> Functions for which the ultimate result is intended to be the personal or corporate benefit/profit of the promoter(s): <ul style="list-style-type: none"> <li>- Classroom</li> <li>- Gymnasium, G/P Room</li> <li>- Specialized Equipment</li> </ul>	 Daily Fees are determined according to Board Policy

15. Smoking is prohibited by law in all buildings and on property owned, leased or operated by the Board.
16. Video surveillance equipment has been installed at some schools. Where applicable, please refer to prominently displayed signs.
17. Private Piano Lessons:  
The instructor for private piano lessons during school hours must provide:
  - a Vulnerable Sector Screening
  - a completed agreement for the instructions
  - proof of liability insurance (\$2 million) naming the Board as additional insured
  - an Application and Permit for Use of School Facilities
18. The applicant must ensure that attendance does not exceed the rated capacity.