

***APPLICATION FOR USE OF SCHOOL FACILITIES***

The undersigned hereby make application for the use of school facilities in accordance with the following:

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| **Function:** | |
| **School/Facility Requested:** | **Name of Applicant:** |
| **Name of Organization:** | **Title :** |
| **Address City Postal Code** | |
| **Email:** | **Phone:** |
| **Number of Participants per day:** | |

**Dates and Time Requested: Include additional time for set up and take down if applicable.**

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| **Date** | **Start Time** | **End Time** |
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**Equipment Required: Please specify exactly what is required and how many.**

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***Administrative Procedure 542***

**Application for Rental**

2.1 Applications for rental or use of school facilities are to be made through the school Principal except for the Centennial Auditorium which shall be made through the Auditorium Manager.

2.2 Payments of fees and charges for all facility rentals are to be made to the division office, when approval of the event is given. Fees are to be submitted monthly to the Accounting Department with a report on rental activity.

**Restrictions**

3.1 School premises must be left in a tidy condition by the party renting the school.

3.2 Groups renting or using school facilities are held responsible for any damage or breakage beyond normal wear and tear.  If any damage should occur, the group is asked to report it to the principal who will bring the matter to the attention of the Facilities Manager so that a suitable settlement may be made.

3.3 Adequate supervision by competent adults must be provided in all cases where school buildings are being used outside regular school hours by school children, high school students, and other young people under 18 years of age.

3.4 Security personnel must be provided by the renter in all cases where school buildings are being rented during regular school hours on any instructional day where the event/rental circumstances are such that the general population has access to the school building.

3.5 The following are strictly prohibited at all times on school property

* Cannabis smoking or tobacco use (see Administrative Procedure 162 – Tobacco and the use of Tobacco Products).
* Illicit use of drugs and alcohol.
* Alcoholic beverages except as permitted by joint use agreements.
* Public dances, except as permitted by joint use agreements.
* Motorized vehicles on school grounds except in authorized parking areas.

3.6 It is recommended that the lessee maintain, during the term of occupation of the rented premises, comprehensive general liability insurance. Prairie South School Division reserves the right to request a copy of the lessee’s comprehensive general liability insurance policy prior to approving an application to rent its facilities.

**I have read this Administrative Procedure 542 and agree to the terms and restrictions**

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| Date of Application\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature of Applicant |
| Approved by School Administrator YES NO  Signature of School Administrator  X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Approved by Facilities Department YES NO | Signature of Facilities Department |
| Email application to:  couperthwaite.kim@prairiesouth.ca  Entered into Connect Calendar  Sent to Accounts Payable for Invoicing | X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |