



Application and Authorization for Facility or Grounds Use

Appendix A, AP-903 Community Use of Facilities and Grounds

Background

Prairie Spirit School Division believes that Division facilities should be made available to serve the needs of our students and also enrich a healthy community life. As good stewards of our resources, a priority is to provide safe and well-maintained facilities.

Currently, communities utilize Division-owned facilities to enrich community life through the use of joint use agreements. Where joint use agreements are not in place, rentals are typically limited to service clubs, organizations and other groups. When requested, provisions will be made to use the schools for conducting local, provincial or federal elections.

Procedures

- 1) In accordance with AP-903 Community Use of Facilities and Grounds and all other related policies and procedures, fees and/or charges established by the Division, the applicant named below is granted permission to use the school space, facility or grounds and/or equipment set forth below.
- 2) The duration of use is restricted to the time(s) shown on this permit and the school must be vacated at the expiration of the time shown. Unless other arrangements have been made, it is the responsibility of the user to return the space to its original condition.
- 3) The Division liability insurance does not extend to cover the negligence of non-school users of the facility or grounds. Therefore, it is the responsibility of the User Group to arrange liability insurance to cover in the event such negligence occurs. In the event that the Division incurs any loss or damage for which the User is responsible, the Division's insurers may claim reimbursement from the user group.
- 4) According to AP-903 Section 6(d), "the user group shall obtain and maintain public liability insurance in an amount of not less than Two Million Dollars (\$2,000,000) with a preferred amount of Five Million Dollars (\$5,000,000)."

User Group Application & Authorization Information

School:	Principal:
Applicant:	Group:
Address:	
Contact #:	
Type of Event:	
Individual responsible for event supervision:	

The group, _____, hereby releases and saves harmless Prairie Spirit School Division from all liability that may arise in respect of any injury to any person who uses the space and equipment. The group agrees to indemnify the Division for any claims, action and damages that may arise in respect to the use of the equipment by the group.

I, _____, have read AP-903 Community Use of Facilities and Grounds and agree to the terms, conditions and proof of liability on behalf of the group.

Signed: _____

Approved by:

Principal or Vice Principal

Date

Proof of liability insurance must be attached unless the group renting is a provincial or federal ministry.

Copy of valid insurance is attached?

Terms and Conditions

- 1) Prior to use, a new user group will be provided a walkthrough of the facility by the principal or designate. The user will be informed and aware of applicable safety and emergency information (i.e. first aid; eye wash; emergency exits).
- 2) The user needs to have read, understand and abide by AP-903 Community Use of Facilities and Grounds.
- 3) The user agreement will be kept on file with both the user (original) and the appropriate school (copy).
- 4) Start and end times will be agreed upon at the local level and approved as noted on this form.
- 5) In most circumstances, where otherwise approved by the principal, access to facilities is between 5:30 p.m. and 11:00 p.m. on weekdays and 8:00 a.m. to 11:00 p.m. on weekends by special request. Room access, security codes and keys will only be handled by Division staff.
- 6) Under no circumstances will smoking, alcohol, cannabis or non-medical drugs be allowed on school property.
- 7) Only the space, furniture or equipment approved will be permitted to be used as outlined on the User Group Event Information section of this form.
- 8) Any changes to the agreed upon times must be provided in writing seven (7) days prior.
- 9) Any emergencies will override the seven (7) days.
- 10) The Division reserves the right to cancel any bookings without notice.
- 11) Unless written permission is granted, no equipment shall be stored at the school by the user group.
- 12) Evaluation of future use will be based upon proper use of facility and equipment, including, but not limited to:
 - a) Maintain good order and discipline.
 - b) Check and tidy the washrooms/flush toilets.
 - c) Clean up of garbage and spills. Bag garbage and deposit in the outside bin.
 - d) Leave the condition of the facility in the same condition prior to use.
 - e) Ensure appropriate and clean non-marking footwear is worn.
 - f) Shut off all lights and ensure doors are locked prior to leaving the building as per arrangements with school administration.
 - g) Park in appropriate/designated areas.

h) Compliance regarding use of non-consumables.

If proper clean-up has not been done, a flat caretaking fee will be charged to the user group.

13) Emergencies or Unforeseen Circumstances

- a) Depending on the type of emergency, the user will contact the school principal or the caretaker. The information section of this form will record the applicable contact names and numbers.
- b) Prior to the event, the individual in charge is responsible to be aware of emergency exits, wash stations and potential hazards. The person responsible is obligated to follow all appropriate protocols for safety including calling 9-1-1, if necessary.

14) User Group Event Information

- a) All user groups will fill out the User Group Information section of this form.

User Group Event Information

Event Date	Space/Area Required	Start Time	End Time	List Equipment Used (non-consumables apply)	Contact information of adult supervising event	
					Name	Cell #

Required:

- Original to applicant & copy to school
- Liability insurance attached
- Applicable fee¹

Emergency Contact Information:

Caretaker on Duty: _____
Name *Phone Number*

Principal or VP: _____
Name *Phone Number*

¹ A flat fee of One Hundred Dollars (\$100) may be charged to the user if a proper clean-up has not been done. Please fill out the Response Claim Form and submit to Division Office Payroll. The Division does not rent space to businesses for commercial or monetary gain. It is the discretion of the school principal to charge a rental fee once a request has been made in writing as per AP-903 Community Use of Facilities and Grounds.