



School: _____ Date of Application: _____

Applicant (Organization): _____

Person in Charge: _____ Phone: () _____

Address: _____
(Box or Street) (City/Town) (Province) (Postal Code)

Supervisors: _____ Phone: () _____

_____ Phone: () _____

Requirements: (Facilities/equipment)

Number of Participants: _____

- Gymnasium Classroom Multi-purpose Foods Lab
- Music Room Shops Soccer/Baseball Field Other: _____

Particulars of Activity/Equipment: _____

Time of Use: Date(s) _____

Days of the week: _____ Time Frame: _____

Note: Person in charge may receive fob access with restricted access to Time of Use. Fill in information with accurate details.

Rental Fees

- 1. Use of Facilities Fee (see reverse) \$ _____
 - 2. Use of Equipment Fee \$ _____
 - 3. Custodial Costs (refer to average) \$ _____
 - 4. Liability Insurance (see reverse) \$ _____
 - 5. RST on Insurance Premium (8%) \$ _____
 - 6. Other Charges \$ _____
- Total Charge** \$ _____

**Cheques are payable to:
PINE CREEK SCHOOL DIVISION**

** In accordance with the Province of Manitoba's Retail Sales Tax (PST) must be added to the insurance premiums**

Other terms and conditions: _____

On behalf of and as an authorized representative of the organization named above (application/organization), I have read, understood, and agree to all provisions of the Pine Creek School Division Community Use of School Facility Agreement and Addendum(s) thereto, and all laws and rules if application.

Dated this _____ day of _____ 20____ Signed: _____
(Person in Charge)

Permit approved by (Facility/Property Designate): _____ Date Issued (d/m/yy): ____/____/____

User Conditions

1. Organizations wishing to use school facilities shall complete the application form.
2. For activities that fall within the school year, applications should be made at least two weeks in advance of the desired start date.
3. The facility or equipment is available for use only after the application has received approval.
4. Approvals are granted only to those persons named on the application, for the purposes stated on the application, and are not transferrable.
5. In the event of a school being closed for the day due to inclement weather or a facility problem such as an electrical or heating malfunction, community use for that date is cancelled.
6. The applicant will protect, indemnify, and save harmless the School Division, its servants or agents, of and from all claims for damage that may arise out of the use of the facilities or equipment by the applicant.
7. The applicant is responsible for any loss or damage to the facilities or equipment relating to the activity resulting from use by any person(s) covered by the application. Proof provided by the site manager shall be evidence of such loss or damage and the applicant will be responsible for payment of such loss or damage. The applicant will reimburse the Division for any damages beyond the expected and reasonable wear and tear.
8. The Division reserves the right to cancel any user's approved application at any time.
9. Users are responsible for all individuals taking part in any approved activity, as well as any spectators in attendance. The Division requires users to provide adequate supervision, using the ratio of at least one adult for every 15 participants. If a program requires more than one room, the above stated ratio applies for each room in use.
10. Special instructional areas will be used only for the programs for which they have been approved.
11. Industrial Arts, Home Economics and Science facilities will only be granted approval in consideration of the qualifications of the user.
12. No admittance charge shall be made or tickets sold in advance, or a collection of any kind taken, unless the intention to make such charges, sell such tickets, or take a collection is stated on the approved application.
13. Alcoholic beverages and smoking are strictly prohibited on all Division property.
14. Community Use Agreements are subject to all Division Policies and Procedures, as well as any By-laws of the Province or Municipality that govern the use of public buildings (e.g. fire and safety regulations).

Use of Facilities:

User Groups	Type of Use	User Fee:
School/Division Based Event	Sports/Parent Councils/Divisional PDs etc.	No fee
Community Based Recreation Partnerships	Pre-School Programs, Recreation Commission etc.	No fee
Non-Profit Organizations	Youth/Adult Sports, 4-H, Church based groups, etc.	\$ 25.00 per hour + custodial cost
Private/Other Groups	Fitness classes, dance lessons etc.	\$ 50.00 per hour + custodial cost

Liability Insurance

- \$2,000,000 COMMERCIAL GENERAL LIABILITY

SPORTS	Number of Participants	One-Day Premium	Two-Day Premium	Seasonal Premium
Badminton, Dance Lessons, Horseshoes, Tennis	1-25	\$25	\$50	\$75
	26-100	\$50	\$100	\$150
	101-250	\$75	\$150	\$225
	Over 250	Refer	Refer	Refer
Baseball, Basketball, Field Hockey, Floor Hockey, Handball, Racquetball, Soccer, Squash, Softball, Volleyball, Swimming with Lifeguard, Non-Contact Touch/Flag Football, Track & Field	1-25	\$50	\$75	\$150
	26-100	\$100	\$150	\$300
	101-250	\$150	\$225	\$450
	Over 250	Refer	Refer	Refer
Recreational Non-Contact Ball Hockey	Pick-up Max 30 Players League	\$50 Refer	\$75 Refer	\$100 Refer
MEETING AND OTHER EVENTS	Number of Participants	One-Day Premium	Two-Day Premium	Seasonal Premium
Arts & Crafts, Bridge, Sewing Groups, Church Meetings, Rummage Sales, Prenatal Classes, Seniors Group Meetings, Homecomings	1-25	\$25	\$50	\$75
	26-100	\$50	\$100	\$150
	101-250	\$100	\$200	\$300
	251-500	\$150	\$300	\$500
	Over 250	Refer	Refer	Refer

For Users applying for insurance through PCSD, fax Community Use of School form to Western Financial Group Insurance Solutions.