



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 ___ Theatre
- ___ 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 detail

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

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 buildings or equipment by the permittee.

1. The applicant is responsible for any loss or damage to the building and/or equipment relating to the activity resulting from use by him/her or any person(s) covered by the permit. A letter of proof by Facility Management (Principal or Maintenance Coordinator) shall be evidence of such loss or damage and the applicant/organization will be responsible for payment of such loss or damage upon demand being made by the Pine Creek School Division.
2. The Division shall inspect the facilities after community use and report any loss or damage to the facility's Manager (Principal).
3. The school division reserves the right to cancel any group's permit at any time. Permits are not transferable.
4. Individual's participating in any event must be associated with a recognized organization or sponsor. The members of any group, organization, or spectators while in the building must be under the immediate supervision and control of a trustworthy adult who will take responsibility and provide adequate supervision during the entirety of each rental at all times, the said person will be assigned as the person in charge. One adult supervisor is required for every 15 participants.
5. A key fob will be given to the applicant/person in charge to have entry into the facility for the permit date and time. The applicant/person in charge will be responsible for the entrance into the building for all participants and must be present before the group is admitted into the facility and to ensure doors are secure upon exit.
6. Alcoholic beverages and smoking is strictly prohibited in all areas of school division property.
7. Permits are subject to all By-laws of the Province or the Municipal Regulations governing the use of public buildings, as well as fire and safety regulations.
8. Non-marking, indoor gym shoes must be worn in the gymnasium for any sport activity.
9. All fees applicable to Community Use must be paid to Pine Creek School Division at the time the request is signed. If use is denied by the facility supervisor before requested date, all funds will be reimbursed. *See procedure manual – School Administration for full details on user fees.

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

OUTSIDE USER LIABILITY INSURANCE RATES - \$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
If the Community Group is applying for insurance, fax Community Use of School form to Western Financial Group Insurance Solutions				