



LOUIS RIEL SCHOOL DIVISION

900 St. Mary's Road

Winnipeg, MB R2M 3R3

Phone: 204-257-7827

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APPLICATION TO USE SCHOOL FACILITIES

Type of event: Youth (under 18 years) Adult Public Other _____

Permit # _____

Group Requirements:

School/Location: _____

Gym Multi-Purpose Room/Mini-Gym Other _____

Date: From: _____ to _____ Time: _____ to _____ Day: S M T W T F S

Date: From: _____ to _____ Time: _____ to _____ Day: S M T W T F S

Date: From: _____ to _____ Time: _____ to _____ Day: S M T W T F S

Purpose of Program: _____

Equipment required: Basketball nets Volleyball poles and nets Badminton poles and nets Other _____

Note: Equipment is the responsibility of the permit holder to setup and dismantle at the start and finish of the event.

Group Information:

Organization/Group: _____ 24 hr. Phone #: _____

Manitoba BN or GST # _____ Fax # _____

Contact Person: _____ 24 hr. Phone #: _____

Mailing Address: _____ Postal Code: _____

Email Address: _____

No. of Participants _____ No. of Participants that reside in the Louis Riel School Division Area _____

Sales or Fee collected: Yes No Fee Collected : _____ Purpose of Fee: _____

Supervisor(s) present at the activity: (print) _____

I/We have read the "Conditions Under Which Permits Are Granted" as outlined on the reverse side of this form, and agree to adhere to such conditions and regulations. I/We understand any breach of these conditions may result in the cancellation of the permit without reimbursement of any prepaid costs or expenses. I approve the unrestricted payment for any damages or additional costs as a result of my use of the facilities and those payments may be automatically charged to the credit card provided.

Signature _____ Date: _____

Credit card Information (Not required for applicants with a Manitoba BN No.)

Name as identified on the credit card: _____

Visa/MC # _____ Expiry date: _____

The Louis Riel School Division advises all applicants that they must avoid the sale or distribution of refreshment items containing nuts or nut products.

NO ADMITTANCE TO A SCHOOL WILL BE GIVEN UNLESS A PERMIT HAS BEEN ISSUED. THE DIVISION MAY CANCEL A PERMIT AT ANY TIME, FOR ANY REASON.

PERMITS ARE NON-TRANSFERABLE

CONDITIONS UNDER WHICH PERMITS ARE GRANTED

1. All applications for permits must be in the Permits Office at least ten (10) working days before intended use.
2. Priority use of facilities will be granted to Louis Riel School Division Area residents.
3. Permits may be cancelled during statutory holidays, elections and during division wide school closures (such as professional development days).
4. Permit holders are not covered under the School Divisions liability insurance policy and are considered legally responsible for their events and participants. Even small groups holding low-risk functions such as meetings may be vulnerable to lawsuits for injuries that arise out of their activity. The School Division will determine when an event is a high risk event and may stipulate the requirement for mandatory insurance coverage which can be purchased through the School Division. **IN ANY CASE IT IS STRONGLY ENCOURAGED THAT PERMIT HOLDERS OBTAIN LIABILITY INSURANCE.** Some groups may have access to liability insurance from their parent organization such as Sport Manitoba, Boy Scouts, Girl Guides, etc and should confirm for themselves whether such insurance exists for them. A copy of this policy or authorized letter of coverage will be required before the requirement for mandatory insurance coverage will be waived for high risk events.
5. The members of any group or organization or spectators, while in a school building, must be under the immediate supervision and control of a competent and trustworthy adult who will undertake personally to be responsible to the School Division staff for the due observance of the requirements of the School Division. The name(s) of the supervising adult(s) for the event(s) must be entered on the application permit and be in attendance at each event. At least one adult supervisor must be provided for each 25 persons in attendance. If a program/event requires the use of more than one room, the organization holding the permit must provide one adult supervisor for each room in use.
6. An attendance and readily accessible list of phone numbers and addresses of each participant of the permit must be taken and available at each event.
7. Information related to medical information pertinent to the life safety of the participants that may be required by emergency responders should be maintained at your event.
8. In case of emergency requirements the permit holder must maintain a cellular telephone, or other method of communication. The School Division cannot guarantee the provisions of a telephone in case of emergency.
9. There should be an emergency evacuation plan in place for participants of the program that does not include temporary accommodation at another School Division building. This includes instructions to participants on exiting the building in case of fire (maps are placed in school buildings for this purpose).
10. No admittance charge shall be made or tickets sold in advance, or a collection of any kind taken, unless the intention to make such a charge, sell such tickets, or take a collection is stated on the application for permit.
11. Permission to use facilities in a school does not carry with it the privilege to use any moveable apparatus in the school, or to enter any other area of the building not specified on the permit. Special application for that privilege must be shown on the permit when required.
12. To allow maximum use of the facility permits require a reasonable level of participants in attendance at the event in relation to the space being used. Failure to do so may result in the cancellation of the permit.
13. Fees and priority of access to facilities may favor events with the highest participation rate of Louis Riel School Division area residents. A list of participants and addresses are required for all permit applications excluding open public events.
14. All school buildings are unlocked fifteen minutes before a permit start time and locked fifteen minutes after a permit starting time. A supervisor shall be stationed at one exterior door to allow passage of participants. Doors will remain locked during the event.
15. Permit Holders are responsible to advise the School/Location or the Facilities Clerk of the temporary cancellation of multi scheduled events. Failure of notification may result in the complete cancellation of the permit without reimbursement.
16. The building must be vacant by the time shown on the permit. In no case shall this be later than 10:30 p.m. unless specifically allowed otherwise on the permit.
17. No equipment shall be brought into any school building without the prior approval of the Director of Facilities. Any such equipment, if allowed, must be listed on the permit.
18. Non-marking, rubber-soled shoes must be worn in gymnasiums for gymnastics or sports activities. No outdoor footwear is permitted on sport floors.
19. The permit holder shall be responsible for any loss or damage to the building or equipment resulting from use by him/her or any other persons covered by the permit. A written statement by the custodian shall be the evidence of such loss or damage.
20. Buildings/facilities shall not be used for private gain except if specifically approved under this permit.
21. Buildings/facilities must be left in the condition they were when the group arrives. If items are moved, they must be returned to their original place.
22. Smoking is strictly prohibited in all buildings and on all school property of the Louis Riel School Division. Consumption or possession of alcoholic beverages or illegal substances is strictly prohibited on school property and will result in the immediate cancellation of the permit.
23. The School Division reserves the right to cancel permits when required for school functions, elections, and other Divisional needs.
24. Violators of these conditions will be denied future use of school facilities.