



APPLICATION FOR COMMUNITY USE OF SCHOOL

200-1

Complete the information on this application and forward it to the school requested to check for availability. The Principal and Custodian will sign to acknowledge the application and confirm availability. The application is approved by the Community Use Clerk, at the Board Office. Should there be any questions regarding approval or policy, please contact the Community Use Clerk at 519-822-4420, extension 833.

INSURANCE

Application will be denied without proof of insurance or intent to purchase through the Board.

- Valid Certificate of Insurance attached Purchase Insurance through Upper Grand District School Board

| SCHOOL REQUESTED | DAY OF THE WEEK | DATE | | TIME | |
|------------------|-----------------|-------|--------|--|--|
| | | Start | Finish | Start | Finish |
| | | | | <input type="checkbox"/> am <input type="checkbox"/> pm | <input type="checkbox"/> am <input type="checkbox"/> pm |

Note: Start time is when entry to the school is requested including set-up and preparation time.
Finish time is the time the facility will be vacated.

NUMBER OF PARTICIPANTS: Adults 18 and over: _____ Youth 17 and under: _____

Fields are not available until after Victoria Day long weekend.

Rooms Requested

(Note: Rooms may not be available in all schools)

- Auditorium
- Classroom(s) # _____
- Cafeteria/Cafetorium
- Fields _____
- Gym: Single Double Triple
- Lecture Room

- Library
- Other _____

Programs

- Badminton
- Basketball
- Baseball/Softball
- Volleyball
- Meeting
- Board/School Event
- Other _____

APPLICANT (name of Group/Organization): _____

| Name of Person (for billing and contract mailings) | | Name of Person (alternate contact person) | |
|---|--------------|--|--------------|
| Name: | | Name: | |
| Address: | | Address: | |
| City: | Postal Code: | City: | Postal Code: |
| Phone (H): | | Phone (H): | |
| Phone (W): | | Phone (W): | |
| E mail: | | E mail: | |

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PAYMENT

1. Payment of \$28.25 (\$25.00+\$3.25HST) for the Administration Fee will be included with the Application.
2. Fees billed with the contract are due at least two weeks prior to the commencement of the activity/event and include:
 - a) rental fees for facility, and
 - b) fees for insurance premiums purchased through the Board, and
 - c) custodial time and any other charges itemized on the contract.
3. Contracts in category D must be paid by money order or paid by cheque one month in advance of the event.
4. All payments are to be made by cheque or money order only.
5. Cheques are to be made payable to the Upper Grand District School Board.
6. A fee of \$50.00 will be charged for all NSF cheques.

By signing this application the Applicant acknowledges that they have read and will abide by the Community Use of Facilities Policy and the Community Use of Schools Handbook.

| | |
|--|--|
| Applicant's Name: <i>(Please Print)</i> | |
| Applicant's Signature: | |

| |
|-------|
| Date: |
|-------|

| FOR SCHOOL USE ONLY | |
|---------------------------------------|--|
| Number of estimated caretaking hours: | |
| Custodian's Signature: | |
| Principal's Signature: | |

The legal authority for collection and maintenance of this information is in the Education Act and Board Policies. Users of this information may be supervisory officers, Principals, and administrative staff, for the purpose of complying with Board policy. The contact person for queries concerning this information collection is the Principal of the school, or the Community Use Clerk. Contracts issued under this application are retained permanently in compliance with the Board's Records Management Manual.