



**APPLICATION FOR USE  
OF SCHOOL FACILITIES**

**Section to be completed by the applicant/group representative (Please print)**

**SCHOOL REQUESTED - 1st choice:** \_\_\_\_\_

**- 2nd choice:** \_\_\_\_\_

**NAME OF ORGANIZATION:** \_\_\_\_\_

**ACTIVITY (describe briefly):** \_\_\_\_\_

**TYPE OF ORGANIZATION:**

- a) non-profit       b) for profit       Do members pay dues?  yes \$ \_\_\_\_\_  no
- c) affiliated with a municipality  \_\_\_\_\_  
(specify municipality)
- d) subsidized by the federal, provincial or municipal government?
- e) do you pay wages or fees?
- f) other (please be specific): \_\_\_\_\_

**TYPE OF ACTIVITY PLANNED:**

- a) religious       cultural       educational       recreational       sports       social
- b) For adults       For children aged 1 to 5       6 to 13       14 to 18
- c) Number of participants: \_\_\_\_\_
- d) Food will be served:      no       yes       If yes, see regulation 2.g on the reverse side.
- e) Alcoholic beverages will be served:      no       yes       If yes, see regulation 2.f on the reverse side.

**CUSTODIAL SERVICES REQUIRED?** no       yes       If yes, during the activity       or after the activity

**DATES:** From \_\_\_\_\_ to \_\_\_\_\_

**TIME:** From \_\_\_\_\_ to \_\_\_\_\_

**DAY(S) :** Monday       Tuesday       Wednesday       Thursday       Friday       Saturday       Sunday

**LOCATION(S) REQUIRED:** classroom(s)       cafeteria       gym       school yard   
other: \_\_\_\_\_

**Representative**

**Alternate representative**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal code: \_\_\_\_\_

Telephone: home: \_\_\_\_\_

work: \_\_\_\_\_

I hereby certify that I have read all the regulations and conditions governing the use of the school facilities as set out on the reverse side of this application and I agree to comply with them at all times should this application be approved. I understand that I may be required to pay any and all additional costs incurred by the *Conseil scolaire catholique du Nouvel-Ontario* as a result of my use of the above-mentioned school facility. The user agrees to indemnify and save harmless the Board from and against all liability, harm and expenses, legal proceedings, civil actions, claims for damage or judgments arising from personal injury or damage to property or death on the premises of the school facility.

\_\_\_\_\_  
Signature of the applicant/representative

\_\_\_\_\_  
Date

## REGULATIONS

1. A person who applies for a permit to use a school facility in his own name or on behalf of an organization must be of age (or be 19 years old when alcoholic beverages are served at an activity). Proof of age must be provided if necessary.
2. The person who is granted a Permit for the Use of a School Facility is held responsible:
  - (a) for any and all damage or losses caused to the school facility or equipment as a result of the use made by his organization;
  - (b) for the conduct and supervision of any person admitted to school premises during an activity, and to ensure that all regulations concerning the use of school facilities are strictly complied with;
  - (c) for ensuring that all persons admitted to the school for an activity have left school property before 10:30 p.m., unless a later time has been indicated on the Permit for the Use of a School Facility;
  - (d) for contacting the school at least one week before the beginning of the activities of his or her organization in order to receive instructions concerning:
    - i) directions for the use of the school's alarm system. In the absence of the Custodian, it is your responsibility to deactivate the system on arriving and to reset it before leaving -- a \$65.00 charge (plus GST) will be levied if a representative of the *SONIC* company has to go to the school (this will happen if you do not set the alarm system correctly before leaving or if you do not observe the scheduled times for arriving and leaving);
    - ii) the location of the Security System Register (the Security System Register must be signed on arriving at the school and just before leaving the school);
    - iii) fire emergency procedures;
    - iv) permission to use school equipment or to store your equipment at the school in accordance with the regulations of the Fire Marshall and the Public Health Service.
  - (e) for complying with all regulations for the prevention of fires in public buildings, such as, for example, keeping all exits clear of obstructions at all times, etc;
  - (f) for obtaining a permit from the Liquor Control Board of Ontario after receiving authorization from the Board to serve alcoholic beverages on school premises, and to give a copy to the Board before the activity;
  - (g) for obtaining a permit from the Sudbury District Public Health Unit where the food to be served at an activity is not prepared by an authorized caterer and to give a copy to the Board before the activity;
  - (h) for limiting access for participants to the locations specified in the Permit;
  - (i) for observing the tobacco smoke policy in all buildings and all properties belonging to the Board;
  - (j) for discouraging the use of vulgar and obscene language on school premises; and
  - (k) for ensuring that the participants wear appropriate shoes in the gym.
3. Some organizations may have to pay fees for the use of a school facility. The fees are determined by the Board and are different for each organization depending on the type of organization and activity planned. The said fees must be paid on receipt of an invoice.
4. A key is lent for the use of an elementary school in return for a deposit of \$25.00 in cash. The deposit will be refunded provided the key is returned to the Board Office within seven days following the end of the activities. If not, the deposit is automatically forfeited. It is strictly prohibited to have a key copied.
5. All Permits are granted at the sole discretion of the Board. The Board reserves the right to cancel a Permit without prior notice should there be a breach of the conditions and regulations set out herein.
6. Community schools and any group attached to a school have priority over any other outside group when they need to use a school facility that is already being used.
7. Parking free of charge on all school property is a privilege. Those using school property do so at their own risk.
8. The schools are not available at certain times during the year. A list of these dates is attached.

The *Conseil scolaire catholique du Nouvel-Ontario* will cancel this Permit forthwith if the regulations and conditions set out on both sides of the said Permit are not strictly observed at all times. It is understood that this application, its acceptance and the conditions concerning the use of one or more school facilities shall constitute an enforceable contract.