

Limestone District School Board
 220 Portsmouth Avenue Postal Bag 610
 Kingston, ON K7L 4X4

**APPLICATION FOR THE USE OF
 SCHOOL FACILITIES**

Application Number: _____

**This application must be submitted at least
 20 days prior to the date of event.**

Applicants/Function Supervisor's Mailing Address

Last Name: _____ First Name: _____
 Address: _____

 Town/City: _____
 Postal Code: _____ Phone: Home _____
 Email: _____ Work _____

Organization's Contact Information – required for all organizations

Organization: _____
 Address: _____

 Town/City: _____
 Postal Code: _____ Phone: _____
 Email: _____

ALL FIELDS ARE MANDATORY

Type of Function: _____
 Incorporated/Registered Not for Profit Group: Yes No Reg. Number _____
 Fees Charged to Participants: Yes (Please identify all charges in space below) No
 Membership: \$ _____ Admission: \$ _____ Participation: \$ _____
 What category best describes your group's purpose: _____
 Estimated Number of Participants per use: _____
 Liquor Permit Required: Yes No Food Being Served: Yes No
 Age of Participants: 0 to 6 7 to 12 13 to 18 19 to 24 25 to 64 65 and over
 Insurance Certificate Attached: Yes No Please Extend Board Insurance
 Gender of Participants: Both Male Female

School Requested

No. of Rooms _____
 Classroom/Staffroom _____ Cafeteria (No Kitchen) Auditorium(KCVI)
 GP Room/Single Gym Double Gym Field Other _____

Requested Dates of Use from _____ 20 to _____ 20

Requested Times and Days of the week

Monday	<input type="checkbox"/>	_____	AM	<input type="radio"/>	to	_____	AM	<input type="radio"/>
			PM	<input type="radio"/>			PM	<input type="radio"/>
Tuesday	<input type="checkbox"/>	_____	AM	<input type="radio"/>	to	_____	AM	<input type="radio"/>
			PM	<input type="radio"/>			PM	<input type="radio"/>
Wednesday	<input type="checkbox"/>	_____	AM	<input type="radio"/>	to	_____	AM	<input type="radio"/>
			PM	<input type="radio"/>			PM	<input type="radio"/>
Thursday	<input type="checkbox"/>	_____	AM	<input type="radio"/>	to	_____	AM	<input type="radio"/>
			PM	<input type="radio"/>			PM	<input type="radio"/>
Friday	<input type="checkbox"/>	_____	AM	<input type="radio"/>	to	_____	AM	<input type="radio"/>
			PM	<input type="radio"/>			PM	<input type="radio"/>
Saturday	<input type="checkbox"/>	_____	AM	<input type="radio"/>	to	_____	AM	<input type="radio"/>
			PM	<input type="radio"/>			PM	<input type="radio"/>
Sunday	<input type="checkbox"/>	_____	AM	<input type="radio"/>	to	_____	AM	<input type="radio"/>
			PM	<input type="radio"/>			PM	<input type="radio"/>

For School Use Only

Room Assignment _____

Comments _____

Signature of Principal _____

For Board Use Only

Category: _____
 Signature of Board Official _____ Date: _____ 20__

We the undersigned, have read, understand and agree to the conditions and rules set forth by the Limestone D S B

Applicant Signature _____ Date: _____

Custodians shall be responsible for:

Preparing and receiving for the user group, including managing equipment set up as specified and clean up.

Allowing the user group access to the facilities.

Securing the facilities.

Clean up after the user group has finished.

Reporting all damages arising out of the use of schools by any user group to the Principal and Facility Services in writing.

Completing and forwarding weekly with payroll Timesheet custodial billing reports to Facility Services including the need for additional custodial time for extenuating circumstances due to the event.

Retaining a copy of the user rental contracts sent to the facility from the Facility Services Department.

Arranging for custodial staff coverage as required for absences or for overtime situations, through their respective Caretaking Area Supervisor.

The custodian is not authorized to permit the use of any facilities or equipment other than that indicated on the rental contract.

Principals shall be responsible for:

Providing opportunities for the community use of schools in accordance with Policy and ensuring that Board Policy is adhered too.

Completing and forwarding a Vandalism Report on all damages rising out of the use of schools by any user group to the Facility Services Department.

Approval of use of non specified areas including special classrooms, libraries and specialty rooms (science, computer and technology labs/shops).

Principals are responsible for School/Board Associated Groups and activities.

Submitting a plan to the **Facility Services Department** for school events for the upcoming school year by **June 15th** of the current school year.

Submitting the Available Equipment Form which lists the available equipment for rental, for the up coming school year by June 15th of the current school year.

Informing the Facility Services Department at least one month prior of school functions that may interfere with after hours use by a contract holder.

Obtaining rental contracts for **all** school use activities.

Familiarize and provide all rental applicants with School's Emergency Procedures.

Community User Group/Function Supervisor/Applicant

Function Supervisor/Applicant shall be responsible for determining that the facilities are fit, safe and suitable for their permitted activity.

The Function Supervisor/Applicant is responsible for obtaining and providing Certified Proof of Liability Insurance, for any event for the duration of said event, of at least \$2M dollars naming the Limestone District School Board as Additional insured prior to the issuance of any permit. Insurance Certificates are to be forwarded to Facility Services and are to be filed with the application. Applications for the Use of Schools will not be finalized until Insurance Certificates are filed with Facility Services.

The Function Supervisor/Applicant shall be responsible for the conduct and supervision of all persons admitted into the school from the user group, and will ensure all requirements of the rental contract are met.

The Function Supervisor/Applicant is responsible for ensuring the school property is vacated promptly at the time specified on their rental contract or they will be charged for additional rental and/or custodial time.

The Community User Group/Function Supervisor/Applicant has no claim to compensation from the Board for any loss, damages or expense resulting from such cancellation.

The Community User Group/Function Supervisor/Applicant will confine their activity to the designated areas as indicated on the contract, and associated corridors/washrooms.

Community User Group/Function Supervisor/Applicant Restrictions

Permits will only be granted if signed by an individual of 18 years of age or older and the individual signing (Function Supervisor/Applicant) will be in attendance for the duration of the rental permit.

The Board is not responsible for any personal injury, damage, loss or theft of clothing/equipment of the user group.

Subletting of space by the Community User Group/Function Supervisor/Applicant is not permitted.

Transferring of space by Community User Group/Function Supervisor/Applicant is not permitted

Community User Group/Function Supervisor/Applicant must familiarize themselves with all emergency exits and fire plans. User groups are not to obstruct any means of egress (Stairs, aisles, corridors, doors or exits).

Smoking in school buildings or on school property is strictly prohibited.

The consumption and/or sale of alcoholic beverages on any Board premises is strictly restricted. Alcohol consumption and/or sale is subject to the requirements of LCBO and approval of the Superintendent of Business. Insurance Certificates covering Alcohol Consumption and Liquor License from the LCBO must be filed at the school and forwarded to Facility Services one week before the event.

The Community User Group/Function Supervisor/Applicant will ensure that all activities adhere to prevailing bylaws and that all necessary licences, permits etc are obtained.

Changes will not be allowed to electrical services without the approval of the Facility Services or his/her designate.

Parking is only permitted in designated areas. Fire routes and driveways shall not be blocked. Failure to comply may result in ticketing and/or towing.

The Function/Supervisor/Applicant will be responsible for all charges incurred by the Board as a result of improper use of fire or security alarms.

The Community User Group/Function Supervisor/Applicant requires approval from the Facility Services Department for permission to allow animals on Board property except for those animals which aid a person with special needs.

Failure or refusal by the Community/User Group/Function Supervisor/Applicant to adhere to the rental contract regulations may result in cancellation and refusal to grant any further rental contracts for the use of Board facilities.

COMMUNITY USER GROUP/FUNCTION SUPERVISOR/APPLICANT WILL NOT BE ALLOWED TO HOLD ANY EVENT WITHOUT CERTIFIED PROOF OF INSURANCE

PLEASE NOTE: If food is being served, school food restrictions must be respected by the Community User Group/Function Supervisor/Applicant.

Personal information on this form is collected under the authority of the Education Act (R.S.O. 1990, c.E.2) and in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

The information will be used to process Community Use of Schools applications in accordance to Procedure 550 and to share statistical data with the Ministry of Education in aggregate (combined) form only.

Any questions regarding this information may be directed to the Outreach Coordinator at 613 544-6925 x 379.