

# CONDITIONS—USE & RENTAL OF SCHOOL BUILDINGS & FACILITIES—KF-E1



**NOTE: PERMIT REQUEST FOR PUBLIC USE OF PROPERTY ON PAGE 2.**

- 1) School building facilities may be available for public use during the summer break, Christmas break, spring break, and statutory holidays in accordance with Policy KF (13).
- 2) The building is to be used only on the date or dates and for the purpose specified.
- 3) No permit holder shall offer and no employee of the school division shall accept any gratuity in any form in connection with the use of school premises or grounds.
- 4) The building must be vacated by the time shown on this permit.
- 5) All aisles and exits must be left clear.
- 6) Any entertainment is to be of high moral standard.
- 7) Equipment such as volleyballs, basketballs, or floor hockey sticks must be supplied by the applicant. All equipment must be approved by the director of maintenance or the principal.
- 8) The permit holder is responsible for contacting the school administration regarding specific equipment needs at least three days prior to the date of use.
- 9) No open flames are allowed in the building.
- 10) The school board reserves the right to cancel this permit.
- 11) This permit is not transferable.
- 12) This permit is given to the permit holder subject to liability for any damage to the building or equipment that results from the use incidental thereto. A certificate or statement from the director of maintenance shall be evidence of the fact of such damage. The permit holder shall be responsible for the payment of such damage together with any cost involved on demand of the director of maintenance.
- 13) The permit holder shall agree to indemnify and save harmless the school board from all damages, claims, actions, suits, or demands arising from or out of the use of division facilities, equipment, or grounds by the permit holder, its members, invitees, or persons authorized or sponsored by it, except bodily injuries caused to such persons because of defects in such premises, equipment, or grounds that were known or ought to have been known to the school board or caused by any negligence of what or care of the part of any employees or servants of the school board.
- 14) Non-marking shoes and equipment must be used in the gymnasium for gymnastics or sports activities.
- 15) This permit is subject to all bylaws of the City of Winnipeg or RM of East St. Paul and regulations thereunder governing the use of public buildings in the said city or municipality.
- 16) No food or drink is allowed in the gymnasium.
- 17) Smoking and/or the use of tobacco products and/or consumption of alcohol is prohibited on all school division property, including all buildings and grounds. The permit holder is responsible for the enforcement of this regulation (see Policy ADC—*Tobacco-Free Schools*).

**NOTE:** For procedures and additional conditions, please see KF-R—*Procedures Regarding Use and Rental of School Buildings and Facilities* in the policy manual at [www.retsd.mb.ca](http://www.retsd.mb.ca).

# CONDITIONS—USE & RENTAL OF SCHOOL BUILDINGS & FACILITIES—KF-E1



## PERMIT REQUEST FOR USE OF PUBLIC PROPERTY

PLEASE SUBMIT YOUR PERMIT REQUEST **A MINIMUM OF 10 WORKING DAYS PRIOR TO USE TO:**

River East Transcona School Division  
 Maintenance Department  
 1455 Molson St., Winnipeg, MB, R2G 3S6  
 Phone: 204.669.5660, Fax: 204.668.9548, Email: [permits@retsd.mb.ca](mailto:permits@retsd.mb.ca)

- Permit requests for school vacation periods must be received in accordance with Policy KF (13)(b).
- A \$50 non-refundable processing fee **MUST** be attached to this permit request.
- Groups may be charged a gym use fee, if applicable. Gym use fees are \$15 per use to a maximum of \$50 per year for weeknight bookings. General public groups will be charged a general facility use fee of \$35 per hour for weeknights. General facility use fees for weekend use will range from, \$35 per hour to \$55 per hour plus one extra hour for before and after coverage. GST will be charged on all fees.
- Cheques are to be made payable to River East Transcona School Division.
- Permit requests will be accepted at the maintenance department for public use of school facilities for the next year until May 15.
- Public use permits will be allocated in accordance with Policy KF—*Use and Rental of School Facilities*.
- Attached is a copy of the procedures and conditions regarding rental of school buildings and facilities. Permit holders are requested to read and be familiar with the conditions of use.

## Group Requirements

Please list school, day of week, and time preferred in order of preference.

	School Name	Day of Week	Time
First Choice			
Second Choice			
Third Choice			

Facilities in School Requested:	Activity:
Equipment Requested (if available):	
Preferred Start Date (earliest Oct. 1):	Preferred End Date (latest May 31):

## Group Information

Age level:	Organization:	
Number of participants:	Number residing in River East Transcona School Division:	
Organization type:	<input type="checkbox"/> Community support group	<input type="checkbox"/> Community centre
	<input type="checkbox"/> Community organization	<input type="checkbox"/> General public
Permit holders' names:		
Address:	City:	Postal code:
Home phone:	Work phone:	Cell:
Email:		

\_\_\_\_\_  
 Applicant's signature

\_\_\_\_\_  
 Date

I have read and I understand the terms of this permit request.