



SCHOOL USE—KF—E2

This form is for use by RETSD schools for booking school facilities that:

- Take place after 6 p.m. on school days
- Take place on days or evenings of non-school days

Examples of such school activities are: block-booking your gym for daily use past 6 p.m., parent information evenings, parent-teacher conferences, all sports activities, teas, dances, open houses, concerts/theatre productions, monthly meetings, movie nights, awards evenings, graduations/farewells, school event setup that will provide public use of the space, etc. Fundraisers or overnight use requires full board approval prior to permit being issued.

The applicant must provide a copy of this form to the administrator who must send it the maintenance department, either by interoffice mail, fax (204.668.9548) or email (permits@retsd.mb.ca) a minimum of 10 working days prior to its intended use. This will allow time to return copies to the school administrator and school custodian and, if necessary, allow time to notify the applicant of cancellation of their activity.

Any incidents of bullying or other violations of the code of conduct are to be reported to the school administrator.

SCHOOL & SPACES REQUIRED

School/work site:	Select one
School facilities requested:	
Activity/activities:	
Teacher(s) in charge:	

DATES & TIMES REQUIRED

Date(s) required:		Day(s) of the week:	
Times required:	From:	To:	

APPROVAL

Administrator approval (name):		Date:	Click here to enter a date
Maintenance dept. approval (name):		Date:	Click here to enter a date

Copies to: School administrator School custodian Applicant

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Effective Date: May 18, 2004
 Amended Date: March 15, 2011; September 18, 2018
 Board Motion(s): 335/04; 67/11; 194/18
 Legal/Cross Reference: KF-Use and Rental of School Facilities
 Code of Conduct

Review Date: May 8, 2018