

PERMIT REQUESTS FOR USE OF PUBLIC PROPERTY FOR THE NEXT SCHOOL YEAR

Maintenance accepts KF-E1 Permit Request for Use of Public Property forms on a yearly basis during the month of April, with a deadline of May 15 for the next school year.

SUBMITTING PERMIT REQUESTS

All requests for public use of school facilities must be submitted on the KF-E1 Permit Request for Use of Public Property form. Public use permits will be allocated in accordance with Policy KF—Use and Rental of School Buildings and Facilities. Permit Request for Use of Public Property forms are available on the River East Transcona School division website: www.retsd.mb.ca > Community > Facilities Use.

ORDER OF PRIORITY FOR ASSIGNING PERMITS

Information regarding the order of priority for assigning permits can be found on the River East Transcona School Division website: www.retsd.mb.ca > Community > Facilities Use > Use and Rental Policy. In addition to assigning permits, every effort will be made to schedule early evening time slots for activities or programs for children under ten years of age.

FEE INFORMATION

Permit fee information can be found on the River East Transcona School Division website: www.retsd.mb.ca > Community > Facilities Use > Use and Rental Policy

COACHES/ADULTS IN CHARGE

When applying for permits in May, some who are submitting permit requests may not know who will be the coaches/adults in charge. However, before permits are issued in the fall, the name of the person who will be listed as the responsible adult in charge on the permit must be submitted. The adult in charge shall be held responsible for all the functions for which the permit has been issued.

PERMIT DATES

Permits will be issued with October start dates, with the exception of Scouts, Brownies, Guides, Cadets, and Boys' and Girls' Clubs of Winnipeg. Schools **will not be available** on statutory holidays, provincial and divisional in-service days, Christmas break, spring break and election days, including the day prior to an election day. All permits shall expire on May 31 of each year.

PERMIT PAYMENTS

Payments for permits can be done online by going to the River East Transcona School Division website: www.retsd.mb.ca > Community > Facilities Use. Some permits may be required to be paid prior to use. If you have any questions, please contact the maintenance department at 204.669.5660 or permits@retsdb.ca.