



## **ROLLING RIVER SCHOOL DIVISION - SCHOOL FACILITIES USE PERMIT - PART 1**

### **Introduction:**

The purpose of this Outside User Policy/Application is to manage and reduce the risk of injury to persons using school facilities or grounds. The school Division (“**DIVISION**”) acknowledges that school facilities are an integral part of the community. It is to the benefit of the individual / group wishing to use school property to take all reasonable steps to reduce the risk of such injury. **DIVISION** therefore requires that you (the outside user/applicant, herein called **APPLICANT**) demonstrate to the satisfaction of **DIVISION** that there will be sufficient controls in place to follow the conditions of the permit and to prevent foreseeable harm or property damage related to activities at the event. **DIVISION** has developed this Outside User Policy in order to:

- Establish rules for the use and operation of school facilities by outside individuals and user groups.
- Promote safe, responsible use of these facilities.
- Reduce the risk of injuries/property damage and subsequent liability risk.

Even small groups holding low-risk functions such as meetings and conferences may be vulnerable to lawsuits for injuries that arise out of their activities. User groups and their organizers are not covered under the school board's liability insurance, and must therefore obtain liability insurance for their activities, or confirm with their insurance broker that they are covered under their home owners insurance policy.

Individuals or groups running organized or higher risk activities such as using the gym for sports, using the shops for projects, using athletic field(s) for sports or sponsoring an event/function where tickets are sold, or where attendance exceeds 150 persons, face greater risk and must therefore ensure they have liability insurance coverage to protect themselves from lawsuits for injuries (a minimum of \$2,000,000 coverage is recommended).

Various outside groups may have access to liability insurance from their parent organizations such as Sport Manitoba, Boy Scouts, Girl Guides etc. and should confirm for themselves whether such insurance exists for them. Local Recreation Commissions may have insurance that would cover the proposed activity. **An alternate source of liability insurance is available through the DIVISION.**

**APPLICANTS** will not be permitted use of facilities unless they accept the **Conditions** printed herein. **APPLICANT**/permit holder hereby agrees to indemnify and save **DIVISION** harmless from all claims arising from the event/function.

### **Conditions:**

All applicants shall be required to adhere to all the conditions and terms as outlined herein.

1. The custodian will be responsible to open and close the facilities upon presentation of the School Facility Use Permit.
2. The building is to be used only on the date or dates, and hours, and for the purpose specified on the School Facility Use Permit. The times listed on the permit are the times that the participants can enter the facility and must vacate the building.
3. An **APPLICANT** will provide competent and trustworthy adult supervision, and the amount of adequate supervision will be agreed upon at the time the **School Use Permit** is issued. The members of the **APPLICANT** group, organization or spectators while in the building will be under the immediate supervision and control of the aforementioned trustworthy adult(s) who will undertake personally to be responsible to the custodian to ensure the conditions for use of the facility and requirements of the School Division are followed. The name(s) of the supervising adult(s) must be recorded on the School Facility Use Permit form.
4. If a program requires the use of more than one room, the **APPLICANT** issued the permit must provide one adult supervisor for each room in use.
5. The following restrictions apply to the use of division owned facilities:
  - a. Alcoholic beverages and smoking are prohibited on school property.
  - b. Matches, candles or any naked light are prohibited under any circumstances in the building.
  - c. Glass bottles or containers are prohibited in gymnasiums or auditoriums.
  - d. Applying powder, wax, or any other preparation to gymnasium floors is prohibited.
  - e. Apparatus or structures are not allowed to be placed upon or erected on school property unless authorized by the Principal on the School Facility Use Permit form.
  - f. Use of school equipment such as gymnasium mats and apparatus, moveable equipment and apparatus and computer equipment is not allowed unless authorized by the Principal on the School Facility Use Permit form.
  - g. School computer classrooms and equipment are not available for use by Category II applicant.
  - h. School Industrial Arts, Vocational Shops and equipment are not available for community use only by Continuing Education and Recreation Commission sponsored programs with qualified instructors.
6. Appropriate athletic footwear must be worn in the gymnasium or auditorium for sport activities.
7. All admittance charges or monetary collection by the **APPLICANT** must be clearly stated on the School Facility Use Permit form.
8. Permits are not transferable.
9. Permits are subject to all by-laws of the Province and/or Municipal regulations governing the use of public buildings in the Municipality.
10. A permit issued for extended / continued use is not valid during any school holiday.
11. An **APPLICANT** granted extended / continued use of a facility, must give one week's notice in writing before the date of discontinuation. School Division reserves the right to discontinue or cancel any permit on short notice.
12. Improper use of school property, for the use of which a permit has been granted, may result in immediate cancellation of the permit.
13. The **APPLICANT** that is issued a permit to use school facilities will be responsible for any loss or damage to the building or equipment resulting from use by him/her or any other persons, whomsoever covered by the permit. As soon as practical following use of a facility by an outside group, the Principal or Custodian will inspect the facilities used for evidence of damage or improper use. If there has been damage a written report of the damage will be provided by the inspector to the School Principal and the Maintenance Supervisor. The Maintenance Supervisor will determine the cost to repair the damage and will arrange for an invoice in that amount to be issued to the **APPLICANT** that was responsible for the damage.
14. The **APPLICANT** will protect, indemnify and save harmless the School Division, its servants or agents, of and from all claims for damages that may arise out of the use of the aforementioned buildings by the applicant and will have or obtain liability insurance for the activity / event that it is sponsoring.

***Please complete School Facilities Use Permit - Part 2 on Reverse page***



# ROLLING RIVER SCHOOL DIVISION - SCHOOL FACILITIES USE PERMIT - PART 2

PLEASE PRINT

School: \_\_\_\_\_  
APPLICANT: \_\_\_\_\_ Name of Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

Time of Use applied for: From: \_\_\_\_\_  AM  PM Date: \_\_\_\_\_ To: \_\_\_\_\_  AM  PM Date: \_\_\_\_\_

Particulars of Activity: \_\_\_\_\_

Number of Participants Expected: \_\_\_\_\_ Approximate age of participants: Adults \_\_\_\_\_ Children \_\_\_\_\_

Name of Designated Supervisors: \_\_\_\_\_ Telephone: \_\_\_\_\_

### Requirements: (Facilities/Equipment)

Gymnasium  Music room  Classroom # \_\_\_\_\_  Theatre  Multi-purpose room  Athletic  Shops

Other: \_\_\_\_\_

Type and Quantity of Equipment, if required: \_\_\_\_\_

<b>Category I:</b> Activities and events that are sponsored by community groups or agencies that promotes cultural or recreational pursuits. A fee may be levied for the use of the facility and/or additional custodial time.	Single Use		Extended Use	
<b>Category II:</b> Activities and events that are partisan, religious or political in nature. A fee for the use of the facility and additional custodial time will be levied.	Single Use			

### Fee Schedule:

#### Single Room Use: Occasional Use:

> \$50.00 basic per room per use plus any additional custodial time required over the normal custodian shift as per salary schedule at the regular or overtime rate.

#### Single Room Use: Extended Use:

> \$200.00 basic per room per year plus any additional custodial time required over the normal custodian shift as per salary schedule at the regular or overtime rate.

#### Gymnasium/Theatre:

> \$300.00 basic per use plus any additional custodial time required over the normal custodian shift as per salary schedule at the regular or overtime rate.

### FEES PAYABLE:

#### Rental

1. Use of Facilities \$ \_\_\_\_\_

(Gymnasium/Theatre, # \_\_\_\_\_ Classroom)

2. Use of Equipment \$ \_\_\_\_\_

#### Staffing

3. Custodian # hours - regular time \_\_\_\_\_ \$ \_\_\_\_\_

# hours - O/T \_\_\_\_\_ \$ \_\_\_\_\_

#### Insurance

4. Liability Insurance Prem. (from chart at the right) \$ \_\_\_\_\_

#### Other

5. Other - described below \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

SPORTS	Number of Participants	Liability Insurance & Premium		
		One Day	Two Days	Seasonal
Badminton, Dance Lessons, Horseshoes, Tennis	1 - 25	\$25	\$50	\$75
	26 - 100	\$50	\$100	\$150
	101 - 250	\$75	\$150	\$225
	Over 250	Refer	Refer	Refer
Baseball, Basketball, Field Hockey, Floor Hockey, Handball, Racquetball, Soccer, Squash, Softball, Volleyball, Non-Contact Touch/Flag Football, Track & Field	1 - 25	\$50	\$75	\$150
	26 - 100	\$100	\$150	\$300
	101 - 250	\$150	\$225	\$450
	Over 250	Refer	Refer	Refer
Recreational Non-Contact Ball Hockey	Pick-up Max 30	\$50	\$75	\$100
	Players League	Refer	Refer	Refer
MEETINGS & OTHER EVENTS	Number of Participants	Premium		
		Day	2 - 3 Days	Over 3 Days or Seasonal
<b>No Alcohol:</b> Example: Arts & Crafts, Bridge, Sewing Groups, Church meetings, Rummage Sales, Prenatal Classes, Seniors Group Meetings, Family Reunions, Teas, Homecomings, Anniversary Parties	1 - 25	\$25	\$50	\$75
	26 - 100	\$50	\$100	\$150
	101 - 250	\$100	\$200	\$300
	251 - 500	\$150	\$300	\$500
	Over 500	Refer	Refer	Refer

Activities Not Listed - Contact L. Baker at Western Financial Group Insurance Phone 1-800-665-8990 Ext. 7220

If Insurance is applied for above, fax this form to HED Insurance 204-957-0678, Attention: Linda Baker. Mail a copy of this form and a cheque payable to the Rolling River School Division to the Division Accounts Department.

Other terms or conditions: \_\_\_\_\_

This is to certify that (I) (My organization), while occupying said facilities, will provide and be responsible for adequate adult supervision and the security of school property and will abide by all rules and regulations as established by the school and/or DIVISION. I (we) agree to pay for any damages incurred to property and/or equipment and to pay rental fees as outlined. The permit holder (user group) will protect, indemnify and hold harmless the School Division and its agents from all claims for damages that may arise out of the use of buildings or grounds by the permit holder. If liability insurance premium is not indicated above, the permit holder (user group), agrees to obtain his/their own liability insurance for this event.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ Signed (Contact person): \_\_\_\_\_

Permit approved by (Facility/Property Designate): \_\_\_\_\_ Date Issued (d/m/yr): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

- Note: 1. Rental and Insurance fees are payable to the Rolling River School Division and are forwarded to the Division Office upon completion of the School Facilities Use Permit.
2. Custodial fees and/or other service fees will be determined and billed after the event from the Division Office. Custodial charges will be paid from the Division Office.

Copies for:  Principal  Custodian  Division Office  User