



PORTAGE LA PRAIRIE SCHOOL DIVISION
AGREEMENT RESPECTING THE USE OF SCHOOL FACILITIES

I/We hereby covenant with the School Division for the use of the following facilities:

Date(s) _____ Time _____ Location _____

Facilities required (specify room(s), equipment, other facilities) _____

Purpose of the event _____ Admission Fee: Yes _____ No _____ Amount _____

Registration Fee: Yes _____ No _____ Amount _____ Solicited Donations: Yes _____ No _____ Amount _____

DAILY FEES CHARGED BY THE DIVISION

Facility \$ _____ Equipment \$ _____ Other \$ _____

HOURLY FEES

Estimated Custodial and Administration _____ hour(s) @ \$ _____ = \$ _____ plus administration fee where applicable.

Amount paid in advance \$ _____

Except for advance payments, applicants will be invoiced for fees and charges after the function has taken place. All payments shall be made directly to the Portage la Prairie School Division, 535 Third St. N.W., Portage la Prairie, Manitoba, R1N 2C4

TO BE COMPLETED BY THE APPLICANT

Name of Organization _____ Phone _____

Complete Mailing Address _____ Postal Code _____

Billing address if different than above _____ Postal Code _____

I hereby make application for the above indicated accommodation (and/or grounds) and equipment and certify that the above information is correct. I further certify that I have read the regulations and conditions and other information on the reverse side of this form and I agree to conform thereto and to be strictly bound thereby and by any other applicable Policies and Regulations of the School and Division.

I agree with the fees and I understand that these amounts may be revised if necessary and that I may be required to pay some portion of the fees and charges in advance.

I understand that this permit or eligibility for future permits may be cancelled for failure to comply with terms and conditions of this permit.

The applicant hereby indemnifies and saves harmless the Portage la Prairie School Division from all actions, causes of action, claims, demands, losses, costs, damages and expenses which the School Division may pay or incur as a result of the use of the facilities by the applicant.

Signature of Representative _____ Date _____

TO BE COMPLETED BY THE PRINCIPAL/SUPERVISOR

The use of the facilities outlined above is: Approved _____ Not Approved _____

Additional requirements applicable _____

Signature of Principal/Supervisor _____ Date _____

Copies sent/date: Operations Dept. _____ Custodian _____ Organization _____



CONDITIONS APPLICABLE TO USE OF FACILITIES

On each and every occasion upon which an outside organization is granted the use of a school building, a responsible representative of the said organization shall sign a form provided by the Portage la Prairie School Division guaranteeing observances of the following conditions, and failure to observe any one or more of the said conditions shall render the organization ineligible for further use of any school building:

- a) For activities where an admission fee is charged by the group using the facilities, there shall be a rental fee plus an hourly rate sufficient to cover staff and administration costs.
- b) Where rental charge is "nil" as in the case of all non-profit community groups, there shall likewise be no hourly rate except where the use of the school extends into custodial overtime e.g. (after 12:00 midnight or on Saturdays, Sundays and statutory holidays), where Custodians must leave their own work to provide services e.g. (setting up chairs), or during spring term break, Christmas break, summer recess, or other school holidays. On such occasions the Division will invoice the organization an hourly rate for staff and administration costs.
- c) There shall be adequate supervision by responsible persons and at any mixed gathering there shall be proper chaperones.
- d) The user shall be liable for loss or damage of any kind or nature whatsoever occurring during or by reason of the use of the building.
- e) The user accepts responsibility for payment of any public performance licensing fees that would be due and payable to SOCAN (Society of Composers, Authors & Music Publishers of Canada).
- f) No alcoholic beverages are allowed in the building or on the property.
- g) There shall be no use made of, or loitering in, any classroom or hallway or other portion of the building other than that portion covered by this agreement.
- h) Cancellation of the use of facilities is to be directed to the Principal at least 24 hours prior to the scheduled event. Failure to advise of cancellation will result in all fees and charges being payable in full.

Please note: It is the responsibility of the person signing this form on behalf of a group to ensure that all persons admitted to the building are aware of the conditions under which this privilege was granted.

FOR OPERATIONS DEPARTMENT USE ONLY

Custodian Required: YES _____ NO _____ If yes, name _____

Safety _____ Security _____ Cleanliness _____

Overtime: YES _____ NO _____ Time Sheet _____ Hours _____

EMS Occupancy Input _____ Completed by _____

Copy to: Division Office _____ Processed _____ Payroll _____ Accounts _____

Follow-up report (if required) _____

Copy to Supt. Dept. (only if follow-up report is completed) _____