

APPLICATION AND PERMIT FORM

Please complete, sign and return this Application and Permit Form to the school's administration office. When the fully completed form is received, your permit if granted will be forwarded to you.

SCHOOL REQUIRED: _____

NAME OF ORGANIZATION: _____

Not For Profit **For Profit**

FACILITY RENTAL INFORMATION

Type of Activity: _____

Date(s) and Time Required: _____

Qty.	Space Required	Fee (\$)	Qty.	Space Required	Fee (\$)
	Classroom (excluding computer labs)			Other	
	Single gymnasium			All Sport Insurance + 8% tax	
	Double gymnasium			Custodial Charges (if applicable)	
	Library				
	Cafeteria			Total amount due	

INSURANCE REQUIREMENTS

The applicant (permit holder) shall file a Certificate of Comprehensive Liability Insurance, in the amount of no less than \$1,000,000. (one million dollars) naming the Lambton Kent District School Board as Additional Insured. The Certificate of Insurance will be presented to the office, prior to the date of use. The insurance shall cover the Board from and against any and all risks that may arise out of this permit use or activity. Failure to file such certificate shall result in cancellation of the Permit. The applicant (permit holder) agrees and undertakes to fully indemnify the Board from and against any and all liability which the Board may incur in any manner arising out of the applicant's use of or activity on the premises or property of the Board.

We hereby agree to observe the existing regulations of the Lambton Kent District School Board to exercise the utmost care in the use of school premises and property, and to make good any damages arising from our occupancy of any portion of the building.

 Applicant (please print)

 Address

 Telephone No.

 Signature of Applicant

FOR SCHOOL USE

Category A B C D E

Total permitted hours for the school year _____ Total number of participants _____

Rental Fee (Schedule A) _____ Fee Waived: yes no

Additional Fee (custodial, equipment, etc.): _____ Total Fee Owing: _____

Principal's Signature: _____ Date: _____

Copy to: Applicant Custodian Accounts Receivable Business Dept., Sarnia

REGULATION NO. R-BU-500-00

Community Use of School Board Facilities

1. For the purpose of clarification the following definitions will apply:
 - “community” shall be any group, organization or individual not directly connected with or under the auspices of the Board;
 - “use” shall be the occupation of a room, building or other facility for either a morning, afternoon or evening. Equipment is excluded from this definition.
 - “normal fee” relates to programs run by unpaid volunteers. Fees collected would be used for the purpose of paying rental fees and incidental program costs.
2. In the use of facilities, school programs and activities shall take precedence over those of any other organization or individual.
3. The Principal of the Board reserves the right to refuse or revoke access, in compliance with Board policies, to any Board facility, at any time, to any person, group of persons or organizations.
4. Use of Board facilities during school holidays, Christmas vacation period, March Break and summer vacation will generally not be approved due to reduced custodial staffing levels and maintenance requirements.
5. The Principal and Manager of Plant must approve uses where special arrangements are made, and the applicant shall be assessed any additional staffing charges that are necessary.
6. Schools shall not normally be available for rental on weekends. Some exceptions may be made.
7. **Insurance Requirements:**

All permitted users shall provide certification of liability insurance in accordance with the requirements stated on the Board permit. The requirement for insurance can also be satisfied by the purchase of an All Sport Certificate of Insurance.
8. **Liability for Damages:**

Any damages caused to the facilities or to any school equipment shall be the responsibility of the permit holder.
9. The Board may require a deposit or bond prior to the use of any facility.
10. Pre-arranged permits for “Emergency Use of Facilities” and “Long Term Joint Use Agreements” must be approved by the Board.
11. Fees must be paid promptly. Overdue fees may result in a suspension and/or termination of a rental agreement.
12. Security of facilities and enforcement of rules and regulation governing use will be provided by the custodial staff on duty or by suitably trained individuals.
13. Cost incurred by the Board as a result of use, other than utilities, will be borne by the user. Additional charges may include: setup costs, custodial services, etc.
14. The use, sale or supply of tobacco and/or alcohol will not be permitted in all buildings and on all properties owned and/or operated by the Board.
15. Decisions, with reference to this regulation, may be appealed in writing to the Director of Education.