| **School Requested:**  |
| --- |
| Facilities Requested:  |  Gymnasium |  Field | Other:  |
| Type of Activity:  | No. of Participants:  |
| Additional Requirements (i.e. badminton, volleyball nets, exercise mats, etc.):  |
| Continuing Use:  | Day of Week:  | Start Time:  | Finish:  |
|  | First Date Requested: | Last Date: |
|  | Exclude: |
| Single or Irregular Use: | Specify each Date and Time Requested below: |
|  | Date | Time | Date | Time |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |
| **Group Name:** |  |
| Group Address: |  |
| Representative Name: |  |
| Cell Phone:  |  |  |  |
| **CONDITIONS OF USE:**The use of school facilities by local community groups is provided through the Palliser School Division. Your cooperation is requested in observing the following regulations: 1. Applications for use of school facilities must be made in writing to the Principal no less than 14 days before the date requested.
2. Groups using school facilities are responsible for the conduct of all members of the group.
3. Community groups will be allowed to use only those facilities indicated on the application form and only during the times designated.
4. School equipment may be used only if indicated on the approved application form. Any application for use of technology must be submitted in writing to Associate Superintendent Business Services for consideration prior to approval.
5. A Palliser Employee or Custodian will be on duty to open and lock the school at the prescribed times.
6. Groups using school facilities will be responsible for any damages.
7. All School facilities enforce a two-shoe policy with their students. For community use this policy is particularly important. Only clean, non-marking, soft-soled shoes are to be worn in the gymnasium.
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| SCHOOL USE FEES

| **Registered Groups (Non-Profit Leisure & Recreation)** | **Instructional Day** | **Non-Instructional Day** |
| --- | --- | --- |
| Community non-profit, Religious organizations and educational institutions. Other non-profit groups and private individuals/groups.  Gymnasium: | $15/hr./room$0/hr./room | $25/hr./room$40/hr./room |
| Custodial/security/cleaning costs (outside of normal custodial hours) | $35/hour | $35/hour |
| Game standards and nets | $20/event | $20/event |
| Physical Education floor mats | $20/event | $40/event |
| Chairs (if available) | $35/event | $35/event |
| Other: (e.g. tables) (if available) | Principal to determine.  | Principal to determine. |
| P. A. System (if available) |  | $40/event |
| For profit groups: | Only if approved | Only if approved |
| GST will be added to all applicable fees. |

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***By signing this agreement, the undersigned hereby acknowledges/accepts responsibility for any damages in excess of the damage deposit.***

| Applicant Signature | Date |
| --- | --- |
|  |
|  **Principal**  | **School Use**  |
| Date Received:  | Date Received:  |
| Fee Levied and Collected:  | Principal Signature:  |
| Damage Deposit Collected:  $100.00 (for regular use). $500.00 (for requests to consume alcohol on premises. Requests must be approved by Palliser Steering Committee)Insurance Costs Collected:$155.00 (Insurance Costs for requests to consume alcohol on premises 1 – 100 participants).$190.00 (Insurance Costs for requests to consume alcohol on premises for 101 – 500 participants).$\_\_\_\_\_\_ (Insurance Costs for high risk activities) (amount to be determined). | Special Conditions or Dates Not Available:  |
| Approved: Yes No |  |
| Signature: |  |

Copies to: Applicant, Caretaker, School