

## AP 7-106 - FACILITIES REQUEST FORM

Organization Name:							
Organization Type (check	k all tha	t apply):	Org. Cont	act:			Organization Mailing Address:
☐ School/Division ba	sed		Primary Pho	one:	( )		
Community based			Secondary Pho	one:	( )		
Youth targeted			Alternate Pho	one:	( )		
Adult targeted			Email:				
■ Non-profit							
Commercial			Event Lea	der:			Organization Billing Address:
☐ Private			Primary Pho	one:			(if other than above)
☐ Other:			Secondary Pho	one:	( )		-
All non-profit organizatio	ns must	submit	Alternate Pho	one:	( )		
proof of group affiliation, participants if requested.		list of					
Liability Insurance Inform	nation:						
Company:			Policy	No.:			All medical- or facility-related issues
Coverage:			Start D	ate:			occurring during use of this facility must be reported to the custodian
Notes:			End D	ate:			immediately.
Event Title:				Eve	nt Type:		
☐ One-time event.	Date:				School/Division	Numb	er Attending: /
☐ Recurring event.					Meeting		Adults Children
First date:		Last date:			Concert		
☐ Mondays		Thursdays			Recreation	Collect	ting Admission/fees?
☐ Tuesdays		Fridays			Youth group		Cost recovery only
■ Wednesdays		Saturdays			Community service		For profit
Other Dates:					Private		None
Start time:		End time:			Other:		Other:
Setup time:	Break	down time:				_	
Requested Building/Scho	ool:						Note: All Community Users are responsible for event set-up and
Requested Room(s):		Gym	Cafeteri	a	Multi-purp	ose roo	m breakdown. All requested equipment
How many rooms in		Library	Classroom	om	☐ Conference	e room	must be indicated on this form. Rooms
total?		Rec. Room	Outdoo	r Sp	ace		must be left in their original condition
		Theatre	☐ Other:				after each event.
Requested Services (plea	se prov	ide details):					
☐ Accessibility:							Elevators
Gym equipment:							Internet access
							Restrooms
							Scoreboards
□ Tables.							Sound system (Divison use only)
☐ Other needs/own	equipme	ent:					



## **FACILITY USE AGREEMENT**

- 1. All contracts regarding the booking of facilities and any subsequent discussion is to be done with the Secretary-Treasurer of Western School Division, or designate. All requisition applications must be made at least 7 days prior to the function. Special requests may receive approval from Board regarding fees, charges or other agreements.
- 2. School activities that require the use of previously booked school facilities will take precedence. Regular users of the facilities affected will be given seven (7) days' notice by the Secretary-Treasurer, or designate. Alternate facilities will be arranged if possible.
- 3. Individuals participating in any recreational programs must be associated with a recognized organization or sponsor. The members of any group/organization must be under the supervision and control of an adult supervisor for each room in use. This supervisor must take responsibility and provide adequate supervision during the entirety of each rental at all times. The supervisor must be present before the group is admitted into the facility.
- 4. SMOKING IS STRICTLY PROHIBITED IN ALL AREAS.
- 5. CONSUMPTION OF LIQUORS IS STRICTLY PROHIBITED IN ALL AREAS.
- 6. Non marking Gym shoes must be worn in gymnasium for sport activities. No street shoes permitted. No food or drinks allowed in gymnasiums. Allowed for special events, by request only.
- 7. Users are responsible for setting up and taking down of chairs, equipment etc. Custodial staff will be responsible for making this furniture or equipment available. Only facilities and/or equipment as stated on requisition will be provided.
- 8. The facility must be left in order. Equipment or furnishings that have been re-arranged are to be returned to their original position.
- 9. The permittee will protect, indemnify and save harmless the School Division, its servants or agents, of and from all claims for damage that may arise out of the use of buildings or equipment by the permittee.
- 10. The permittee shall be responsible for any loss or damage to the building or equipment resulting from use by him/her or any person(s) whomsoever covered by this permit. A certificate of maintenance shall be evidence of such loss or damage and the permittee shall pay the amount of such loss or damage upon demand being made on him/her by the School Division.
- 11. Permits are subject to all by-laws and regulations thereunder of the Province or Town governing the use of public buildings.
- 12. PERMITS ARE NOT TRANSFERABLE.
- 13. On behalf of and as an authorized representative of the organization named below (applicant/lessee), I have read, understand, and agree to all provisions of the Western School Division Facility Use Agreement and Addendum(s) thereto, and all laws and rules if applicable.

Organization	Applicant's S	Signature Date						
Completion of Request assumes responsibility by the applicant(s).								
Office Use Only								
Schedule I.D. No.	Notes:	Inspecting Custodian's Report:						
☐ Approved								
☐ Activated								
☐ Cancelled								
☐ Denied		Custodian's Signature:						

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