



COMMUNITY USE OF SCHOOLS PERMIT APPLICATION - SCHOOL BREAKS AND SUMMER HOLIDAYS
TO BE COMPLETED AND SUBMITTED TO THE PERMIT CLERK AT LEAST SEVEN WEEKS PRIOR TO HOLIDAY START DATE

Group Information

Organization/Group: _____

Age of Participants: Youth (all participants age 17 or under) Adult (some/all participants age 18 or older)*

Number of Participants: _____ *Completion of Page 2 is Mandatory

Mailing Address: _____ Postal Code: _____

Contact Person: _____ On Site Contact: _____

Phone# (Evening & Weekend): () () () Phone# (Evening & Weekend): () () ()

Phone# (Daytime): () () () Phone# (Daytime): () () ()

Fax: () () () Fax: () () ()

Email (Mandatory): _____ Email (Mandatory): _____

Group Requirements

Preferred School: _____ Alternate Choice School: _____

Start Date (MM/DD/YY): _____ End Date (MM/DD/YY): _____

Gym Theatre Library Classroom Other Space (Specify): _____

Day(s): S M T W T F S Start Time: _____ End Time: _____ **

**Permits for Community Use will not be Issued Past 10 PM

Purpose of Program: _____

Group Equipment to be Brought in: _____

School Equipment Requested: _____

(Not a guarantee, expendable equipment will not be provided)

Please note: Holiday permits are subject to cancellation for maintenance requirements should they unexpectedly arise
 All Schools are unavailable August 18, 2025 to August 29, 2025

Permit Fees as per School Board Policy (Due Upon Approval and Issuance of Permit):

Permit Administration - \$75

Building Security for School Break & Summer Permits - \$22.00 / hr Plus One Additional Hour

Utilities Surcharge for School Break & Summer Permits - \$15.00 / hr

Gym Rental Fee for Non Local Adult Groups - \$44 / hr

Liability Insurance \$0 - \$500

I/We have read the attached "Permit Conditions" and Permit Holder responsibilities/obligations correspondence and agree to adhere to such conditions. I/We understand any breach of these conditions may result in the cancellation of the permit.

I/We have read the attached correspondence regarding mandatory Liability Insurance:

A minimum \$2,000,000 of liability insurance coverage is purchased through Organization
 (documentation adding St. James-Assiniboia as an additional insured is required)

Liability insurance is required (invoice to be issued by School Division)

Applicant's Signature: _____ Date: _____

School Division Approval:

Director, Facilities and Operations: _____ Date: _____

Comments: _____

