



**The St. James-Assiniboia School Division**  
**2574 Portage Avenue, Winnipeg, Manitoba R3J 0H8**  
**Phone: 204- 888-7951 Fax: 204-831-0859**

KFB-R-E-2  
DFBA-R-E-2  
LL #523127

**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: \_\_\_\_\_

## Participant List

[illegible]

**Addresses** (including postal code)

*The personal information contained on this form is collected and protected under the authority of the Public Schools Act, the Education Administration Act, the Freedom of Information and Protection of Privacy Act and will be used and disclosed for the purpose of Community groups applying for and obtaining permits to use school facilities*