

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**REGULATION:****DFBA-R-4/  
KFB-R-4**

LL 642574

DFBA/KFB

DFBA-R/KFB-R to DFBA-R-3/KFB-R-3

DFBA-R-E-1/KFB-R-E-1 to DFBA-R-E-4/KFB-R-E-4

**SCHOOL PERMIT WAIVER FOR EXTRAORDINARY CIRCUMSTANCE  
(NON COMMUNITY USE)**

The St. James Assiniboia School Division recognizes that extraordinary circumstances may arise where the normal School Permit application and deadlines can't be met. In order to facilitate School related activities over weekends, school breaks and holidays that arise without sufficient notice, the School Permit Waiver for Extraordinary Circumstances can be used in substitute of a School Permit.

The following conditions must be met in order to authorize a valid school permit waiver:

1. The deadline for following the normal permit application process has passed.
2. The permit waiver is for a closed door event for staff and students only; public access is not acceptable.
3. A principal or staff designate will open and close the building and be on-site at all times to ensure the building is secure. Staff designates must bring a copy of the School Permit Waiver to the event as proof of authorization.
4. No other permits are booked for the space required, including community groups.
5. No Maintenance projects are scheduled.
6. All other School Permit Policies, Regulations and Conditions will be adhered to.

Date: \_\_\_\_\_

Event: \_\_\_\_\_

Space Required: \_\_\_\_\_

Staff Member on Site: \_\_\_\_\_

Approximate Occupancy: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Please submit the completed form to the attention of the Permit Clerk at the Board Office by the last working day prior to the building use requirement.

\*\*\* A permit will not be issued. \*\*\*

ADOPTED	REVIEWED	REVISED	PAGE
March 11, 2014			1 of 1
Motion 05-06-14			