



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

DFBA-R-E-1  
KFB-R-E-1  
LL #497102

**COMMUNITY USE OF SCHOOLS PERMIT APPLICATION - SCHOOL YEAR**

(Not including School Breaks or Summer Holidays)

**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)

**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 + GST Plus One Additional Hour

Utilities Surcharge for Weekend - \$15 + GST / hr

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

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: **(select one option)**

☐ 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: \_\_\_\_\_

TO BE COMPLETED AND SUBMITTED TO THE PERMIT CLERK AT LEAST TEN WORKING DAYS PRIOR TO FACILITY USE

## Participant List

[illegible][illegible]

*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*