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DFBA-R/KFB-R  
DFBA-R-3/KFB-R-3  
DFBA-R-E-1/KFB-R-E-1  
DFBA-R-E-2/KFB-R-E-2  
DFBA-R-E-3/KFB-R-E-3

### PERMIT CONDITIONS

1. Permits are subject to cancellation for school events and maintenance requirements.
2. The permit holder is required to present a copy of the permit to the Caretaker to obtain access to the building.
3. The building is to be used on the date or dates and for the purpose specified.
4. The building must be vacated at the time the permit expires each day.
5. Any equipment brought in by the permit holder must be identified on the permit application and indicated on the permit issued.
6. **NO SMOKING ALLOWED!** School buildings and grounds are smoke free.
7. Eating or drinking in gymnasium or theatre areas is not allowed. Eating or drinking is allowed only in areas authorized by each permit. Permit holders are advised that they must avoid the sale, distribution or consumption of items containing nuts or nut products in school buildings.
8. School equipment, such as gymnasium mats and apparatus, cannot be used without written permission.
9. Permits are given to the permit holder subject to the liability for any damage to the building or equipment, which results from the use incidental thereto. The permit holder shall be responsible for the

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payment of such damage together with any cost involved on demand of the School Division.

A report, submitted by the Principal or Caretaker of a school, shall be considered evidence of the fact that damage has been sustained for which the permit holder is responsible.

Damage to property or equipment, unauthorized use of equipment or abuse of permit privileges may lead to cancellation of the permit.

10. When permits requiring building security are granted, a fee shall be assessed according to an hourly rate approved by the Board. The security will be hired and paid by the Division.
11. Permits are not transferable.
12. Buildings shall not be used for private gain.

Exceptions may apply to School/Parent Council Fundraising events. Eligible events must adhere to the School Division's Fundraising Policy DD. Applications for exceptions must be submitted in writing to the Assistant Secretary-Treasurer.

13. No charge shall be made for admission except when permitted by the regulations of the Board.
14. Any entertainment is to be of a high moral standard.
15. Indoor soft white-soled shoes must be worn in the gymnasium for athletic activities.
16. All aisles and exits must be left clear.
17. Aisles must be maintained as shown on theatre/gym/auditorium seating plan.
18. No matches, candles or any naked light may be lit in the building.

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**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**REGULATION:****DFBA-R-2 /****KFB-R-2**

19. Permits are subject to all by-laws of the City of Winnipeg (St. James-Assiniboia Community) and regulations hereunder governing the use of public buildings in the said City.
20. The School Division reserves the right to cancel any permit.
21. All Permits issued shall be subject to an administrative charge of \$50.00.
22. Where school activities both on and off site involve sleeping over in a school, the following must occur:
  - a) an attendant shall be awake at night and prepared with a flashlight to lead an evacuation in case of fire or other emergency, and
  - b) the nearest fire department must be made aware of the sleepover so that it can provide quick response, and
  - c) the Division's security system provider must be advised of the sleepover.
23. The permit holder is responsible to leave the premises in the same state it was found and all garbage must be removed.
24. The permit holder must give three business days notification for cancellation of an event to the Permit Clerk or the permit holder will be held responsible for the charges incurred.
25. The building must remain secured at all times and doors must not be propped open.
26. The Board, its servants or agents, shall not be held responsible for any claims for damage or injury that may arise out of the use of buildings or equipment by the permit holder.
27. The School Division is not responsible for any injury incurred by permit holders related to uncleared snow and ice on days when the school is not regularly staffed to provide these services (ex. weekends).

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All permit holders enter the property at their own risk and are encouraged to obtain \$2,000,000 of liability insurance.

Liability insurance for the permit holder can be arranged by the Division through the Western Financial Group in accordance with the fee schedule (DFBA-R-3).

The permit holder shall indemnify and hold harmless the Division, Board, its servants or agents, against any claims by any party arising out of the permit holder's use of school buildings and property.

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