

**AGREEMENT GOVERNING THE COMMUNITY USE OF SCHOOLS
TERMS AND CONDITIONS**

I, the duly authorized representative for the named Organization or Group, hereby apply to use the above facilities, subject to the following terms and conditions:

1. The Board shall not be responsible for any loss, theft or damage to the organization or groups goods or possession.
2. The organization or group accepts full responsibility for the conduct of persons admitted to the facilities and shall be responsible for any damage to the Board's buildings or properties occurring during its occupation and use. Adult supervision for youth organizations shall be provided at all times.
3. The organization or group on behalf of its staff members, occupants, and guests hereby releases and discharges the Board, its employees, officers and agents from any claim or demand for any loss, damage, personal injury or death to any staff members, occupants or guests arising as a result of the use of the Board's facilities under this agreement.
4. The organization or group shall, prior to using the said facilities, provide to the Board a Certificate of Insurance in an amount that is not less than five million dollars (\$5,000,000) naming Nipissing-Parry Sound Catholic District School Board as an additional insured under the Organization or Groups general liability insurance contract while being used by the User.
5. No alcoholic beverage shall be allowed on Board property at any time without special permission from the Board (through the Director of Education), in accordance with Board policy. Use of any narcotic as defined in the Narcotic Control Act is absolutely prohibited. There is no smoking permitted anywhere on Board property.
6. The authorized representative whose name and signature appears on this application form shall be deemed to be the person responsible for upholding the regulations governing the use of the facilities and/or grounds. This person shall ensure that a responsible person of the organization or group shall be in charge of the activities at all times.
7. Members of the organization or group using a gymnasium or general purpose room for athletic purposes shall wear appropriate shoes or footwear that does not damage or mark the floor.
8. No audio, visual equipment or any other equipment which is the property of the Board may be used unless special permission is granted by the Principal.
9. All exits must be kept free of obstruction.
10. When a school P.A. system or auditorium equipment such as sound board, stage lighting, speakers, etc. are requested, a Board employee must be engaged to operate them. A refundable deposit of \$250.00 must be paid prior to the event.
11. The organization or group shall not use any part of the facilities or grounds for storage without the permission of the Principal.

- 12. Activities must be confined to the room, area or facility assigned to the organization or group.
- 13. This application form shall be posted in a clearly visible manner while the area is being used. This permit is invalid without authorized signatures.
- 14.
 - a) In the case of an emergency requiring the attention of a Board representative, the organization or group shall contact the following person:

Name	Title	Telephone
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Name	Title	Telephone
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- b) Should the situation require that a custodian be called to the school, the organization or group agrees to pay such additional wages and benefits associated with this call-in as determined by the fee schedule.
- 15. A custodian or employee of the Board shall be present for the entire time that the facility is being occupied by the User. Exemptions must be approved by the Superintendent of Business. If such is the case, in schools where custodians are not on duty and when such schools are to be utilized, a key to the school may be obtained from the Principal by the person responsible for the proposed activity.

The undersigned hereby agrees to the terms and conditions set forth above. Failure to comply with the above terms and conditions may result in the termination of this agreement, and the privilege of using the facilities being revoked.

Name of Organization or Group: _____

Signature of Authorized Representative: _____

Date: _____

The personal information you provide on this form is collected by the Nipissing-Parry Sound Catholic District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss.58.5, 265 use and 266 as amended. The information will be used for School and Board operations including but not limited to student registration, staff and resource allocation and to provide information to employees where necessary to support them in carrying out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and may be required to be disclosed in compelling circumstances, for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. For questions about this collection, please contact your school Principal.



APPENDIX B
Permit Application Form

APPLICATION FOR USE OF FACILITIES AND/OR GROUNDS

A. THIS SECTION TO BE COMPLETED BY APPLICANT

Name of Organization or Group: _____

Contact Name: _____

Address: _____ Postal Code _____

Phone Number: _____

Email Address: _____

Facility/School to be used: _____ Room or Area: _____

Type of activity to be held: _____

First Date of Use: _____ Last Date of Use: _____

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

From: _____ a.m./p.m. to _____ a.m./p.m.

Number of participants: Children(0-6) Children(7-12) Teens(13-18) Young Adults(19-24)
Adults(25-64) Seniors(65+) No Target Age

Gender of Participants: Female Male Both

Additional Comments/Requests: _____

I understand that the use of facilities is subject to all regulations of the Board and may be cancelled for cause.

SIGNATURE OF APPLICANT/ AUTHORIZED REPRESENTATIVE: _____

Date: _____

B. THIS SECTION TO BE COMPLETED BY PRINCIPAL

Rental Charges

Charges: \$ _____ Rate X _____ Hours X _____ Days = \$ _____ OR Not Applicable

Permit Fee: Attached Not Applicable

Custodial Charges

Custodial services are: Required: Not Required:

Charges: \$ _____ Rate X _____ Hours X _____ Days = \$ _____

Technical Charges

Technical services are: Required: Not Required:

Charges: \$ _____ Rate X _____ Hours X _____ Days = \$ _____

Cheque or cash attached OR to be invoiced

This permit application is approved OR refused

Certificate of Insurance is attached:

SIGNATURE OF PRINCIPAL: _____ Date: _____

- Distribution: 1) Superintendent of Business
2) School Principal
3) Custodian
4) Applicant
5) Community Use Coordinator