UPPER CANADA DISTRICT SCHOOL BOARD

A. APPLICATION

1. Date of Application ____________________________ 2. School: ______________________________________

3. Name of Organization: .........................................................................................................................

4. Authorized Agent (if applicable): ________________________________________________________________

5. Facility Reserved: ____________________________________________________________________________

6. Equipment Required: __________________________________________________________________________

7. Type & Purpose of Event: _______________________________________________________________________

8. Time: From ____________________ To _______________________

9. Date(s) booked: ______________________________________________________________________________

10. Equipment rented: ____________________________________________________________________________

11. Equipment to Be Brought into the School: _______________________________________________________

12. Number of participants: ________________ 13. Gender of Participants: ___ Male ____Female ___Both

14. Age of Participants: ___0-6 yrs ___7-12 yrs ___13-18 yrs ___19-24 yrs ___25-64 yrs ___65+yrs

15. Please select the category for this event:

| Educational (e.g. homework help, reading clubs) | Parenting Support (e.g. new parent classes) |
| Sports and Recreational (e.g. basketball, yoga) | Health and Wellness (e.g. nutrition program, blood donation) |
| Child Care Programs | Arts and Cultural (e.g. community theatre, concerts) |
| Supports for Recent Immigrants | Social (e.g. bbq, meet and greet) |
| Community Services (e.g. employment aid) | Meetings (e.g. neighborhood action) |
| Leadership (e.g. Scouts, Guides) | Aboriginal-focused Programs |
| Supports for Low-income Communities | Other: (please describe) |

16. OSBIE User Group Insurance required: ________ (If community group has their own insurance coverage, proof of insurance is required with UCDSB added as an additional insured to the policy).

B. MEMORANDUM OF AGREEMENT

We have read the rules & regulations of the board pertaining to permits, which we agree to observe if permission is granted, and we further agree to exercise the utmost care in the use of the school premises and property and to reimburse the cost of repairing any damage arising from our occupancy of any portion of the building.
C. DETERMINATION OF COSTS

Facility fee $__________

Equipment Fee $__________

Custodial Overtime $__________

Custodial Travel $__________

Sub-Total $__________ + HST $__________ = ____________

TOTAL $__________

COMMUNITY USE OF SCHOOLS - RULES AND REGULATIONS

1. The Principal has the authority and responsibility to protect the school and to commit or not commit the use of school grounds and facilities as established by board policy.

2. The Principal has the right to cancel any permit or terminate any agreement upon appropriate notice of cancellation.

3. The user organization is responsible for any and all damage and costs arising from the use or misuse of the property. Your agreement constitutes access to specific areas of the school. Non-authorized intrusion alarms will be charged to the user organization.

4. The user organization shall save the Board harmless from any and all claims arising out of the use of the school facilities. Neither the school nor the Board is responsible for personal injury or damage or for the loss of personal items or equipment of the user or anyone attending on the invitation of the user.

5. The user organization will seek approval from the principal for any equipment brought into the building. The board will not be responsible for such equipment.

6. Board equipment shall be operated by board personnel, or be under the supervision of board personnel.

7. The user organization will not sublet the school facility.

8. The user organization will provide adult supervision satisfactory to the Principal during the time of use and cooperate fully with the Principal or his/her designate and with any custodial staff.

9. The user organization will not modify or add to the school electrical wiring or fixtures without the written approval of the Controller of Plant or the Electrical Safety Authority.

10. The user organization will, prior to the use of the facility, make payable by cheque or money-order directed to the Upper Canada District School Board any and all payments for the use of facilities and services.

11. The user organization will pay for custodial overtime hours, where appropriate.

12. The user organization will refrain from smoking on school property at all times.

13. The user organization will not consume alcoholic beverages on school property unless it has acquired and submitted for Principal’s approval, an occasional permit under the regulations of the Liquor Control Board of Ontario.

Distribution:

Applicant
School
Head Custodian