



Community Use of Facilities and Grounds Application Form

Appendix A, AP-903 Community Use of Facilities and Grounds

School:	Date of Application:
Applicant (Group/User):	Applicant (Individual Representative):
Event Date:	
Description of Event:	
	Anticipated number in attendance:
Space(s)/Area(s) requested for use:	
Rental Start Time*:	Rental End Time*:
<i>* Start and end time should reflect when you want to enter and leave the building, not necessarily the start and end time of your event.</i>	
Equipment requested:	
Event Supervisor:	
Phone Number:	Email:

The group, _____, hereby releases and saves harmless Prairie Spirit School Division from all liability that may arise in respect of any injury to any person who uses the space and equipment. The group agrees to indemnify the Division for any claims, action and damages that may arise in respect to the use of the equipment by the group.

I, _____, have read AP-903 Community Use of Facilities and Grounds and agree to the terms, conditions and proof of liability on behalf of the group.

Signature

Date

SCHOOL OFFICE USE

Required for approval:

User agreement (for applicant and school) received on _____

Liability insurance* is attached and received on _____

Applicable fee* received on _____

** Proof of insurance and any required fees are due five (5) school days prior to the event.*

Fees:

Rental fee: _____

Equipment fee: _____

Custodian Fee* \$30/hr@ _____ hours = _____

** Minimum callout is three (3) hours. Custodian time will be determined at the discretion of the principal.*

Total fee: _____

EMERGENCY STAFF CONTACT INFORMATION DURING THE EVENT

Staff member on duty: _____

Phone: _____

Principal: _____

Phone: _____

Approved by:

Principal or Vice Principal

Date

Additional Comments or Conditions:

Facility Rental Rates and Charges

Room Rates	Gymnasium	\$30/hour; \$150/day
	Auditorium	\$35/hour; \$210/day
	Classroom/Library/Mini-Gym	\$25/first hr; \$5/every hr after
	Kitchen Facilities	\$50/first hr; \$10 every hr after
Other	Private lessons for piano, voice, guitar, etc.	\$3/hr
Caretaking and Equipment Rates	Caretaking/opening and closing the facility	\$30/hour (minimum 3 hr. call out)
	Lighting/Sound Technicians	\$20/hour
	Lighting/Sound Equipment	\$100 for first 3 hrs; \$100 for 4 hrs or more
	Sporting Equipment	\$100 per use

Distribution: Applicant, Principal, Caretaker, Division Office