***Please forward this application at least 14 days prior to the date requested for processing.***

|  |  |
| --- | --- |
| Applicant Name:  |       |
| Group/Organization Name: |        |
| Mailing Address:  |       |
| Phone #: |       | Fax #: |       | Email: |       |
| **Not-For-Profit Group?** | [ ]  **Yes** | [ ]  **No** | **Charitable status?** | [ ]  **Yes** | [ ]  **No** | **CCRA#** |        |
| **Schedule 1 User Group?** (**see *General Conditions* on next page defining Groups A-D)** |       |
| Activity/Event: |  |
| Will you be charging a fee?  | [ ]  Yes | [ ]  No | If yes, please explain: |       |
| Insurance coverage: | [ ]  Yes­­­­­­ (Please provide copy of policy) | [ ]  No (Purchase through RRDSB) |
| **Indicate Type of Function:** | **(Check all that apply)** |
| [ ]  | School Based Program (eg. Sports, band) | [ ]  | School Based Parent Groups (eg. Blueline Club) |
| [ ]  | Educational (eg. Homework help, reading clubs) | [ ]  | Parenting Support (eg. New parent classes) |
| [ ]  | Arts and Cultural (eg. Community theatre, concerts) | [ ]  | Health and Wellness (eg. Nutrition program, blood donation) |
| [ ]  | Child Care Programs | [ ]  | Sports and Recreational (eg. Basketball, yoga) |
| [ ]  | Support for Recent Immigrants | [ ]  | Social (eg. Meet and greets, showers) |
| [ ]  | Community Services (eg. Employment aid) | [ ]  | Meetings (eg. Neighbourhood action) |
| [ ]  | Leadership (eg. Scouts, guides) | [ ]  | Aboriginal-focused Programs |
| [ ]  | Support for low income communities | [ ]  | Other: |       |
| **Age of Participants** **(Below check all that apply):** | **Anticipated Attendance:** |       |  |
| [ ]  | 0-6 | [ ]  |  7-12 | [ ]  | 13-18 | [ ]  | 19-24 | [ ]  | 25-64 | [ ]  | 65+ | [ ]  | No target age |
| School Requested – 1st Choice: |       | 2nd Choice: |       |
| Date(s) Requested: | Start |       | End |       | Start Time: |       | End Time: |       |
| Day(s) of Week: | M | [ ]  | T | [ ]  | W | [ ]  | Th | [ ]  | F | [ ]  | Sa | [ ]  | Su | [ ]  |
| Room/Area Required: |       | Equipment/Setup Required: |       |

***I acknowledge that I have read and understand the Community Use of School Facilities and Grounds Policy and Procedure 6.10, available on the Board website or by request from the Community Outreach Officer. I realize that this permit can be cancelled by the Principal or Outreach Officer for school activities with notice to the Applicant/Organization.***

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |       | Date: |       |

|  |  |  |
| --- | --- | --- |
| **Please forward to:**  | Rainy River District School Board522 Second Street EastFort Frances, Ontario P9A 1N4Website: [www.rrdsb.com](http://www.rrdsb.com) | Community Use of SchoolsPhone: 807-274-9855 ext. 4989Fax: 807-274-5078Email: cus@mail.rrdsb.com |

**FOR USE BY COMMUNITY OUTREACH OFFICER ONLY**

School Dude ID #: Insurance: Policy#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Damage Deposit: Invoice #: Payment Received:

User Group Class:Fee Waiver:

General Conditions

* The Community Outreach Coordinator will receive the signed permits and fee waiver request forms for community use of schools 14 days prior to use. Confirmation of facility booking will be forwarded to each applicant following approval of the criteria and Principal. Notice of Cancellation by applicant must be provided at least 48 hours prior to the booking or full rental fee may be charged. Do not contact the school.
* Student activities in Board facilities are our priority to support student achievement. In the event of conflict between an approved school activity and the function specified on the permit, the school activity shall have precedence; the community partner member will be given sufficient notice of cancellation or an alternate facility option.
* Fees do not apply to Group A, are subsidized for Groups B-C, and may be charged according to Policy 6.10 for Group D. Community groups that are categorized in Groups B-C, have no charitable status, and are charging a participation fee, may be required to complete a Proof of Non-Profit (Form A) in order to receive subsidy. Groups that are categorized in Schedule 1 as Group D may submit a fee waiver application (Form B), which will be reviewed and considered for approval. In addition, Not-For-Profit groups may be eligible for fully subsidized fees through the Ontario Ministry of Education’s Priority Schools Initiative. Priority for community use of school facilities and grounds may be granted in accordance with the table below:

|  |  |  |
| --- | --- | --- |
| User Group |  | Rates |
| **Group A** | All events held by the school and Board, such as extra-curricular activities, Open Houses, school council meetings, etc. | No Fee |
| **Group B** | Not-for-profit youth-related groups, for example, Boy Scouts, Girl Guides, church youth groups, and youth sport and recreation organizations (including those that are members or affiliates of provincial sports or accredited organizations), with or without charitable organization status. | Subsidized |
| **Group C** | Not-for-profit adult groups and functions organized by individuals/organizations who may have an admission charge, a participation cost or fee, for example, local service clubs, community health associations, senior groups. | Subsidized |
| **Group D** | For profit, for example, functions organized by industry/businesses for profit-making purposes, (e.g., public concerts, trade shows, dance schools, for profit youth activities). | Full Fees |

* Equipment and custodial charges may apply to Group D, if applicable. Approved use of equipment by Groups B-D will require a damage deposit.
* For one-time events and events reoccurring for less than three months, damage deposit cheques will be held and returned following the event if no damage is recorded. Cheques are required to be postdated to the event date. For events reoccurring for three months or more, the damage deposit will be deposited and reimbursed at the end of the fiscal year or/the conclusion of the event if no damage is recorded. NSF cheques may result in further bookings being declined.
* In all instances any loss of or damage to school property or facilities must be reported immediately to the principal. The organization responsible for such loss or damage will be charged for replacement or repairs.
* Participants must be supervised by a leader in their organization/group at all times and must not enter the building until their leader arrives.
* Activities must be confined to the facilities and equipment previously agreed to by the organization and Board.
* No smoking is allowed on school property (inside or outside the building).
* The sale or consumption of alcohol is not permitted on school property.
* If any event requires school security as deemed by the School Board, the permit holder will be required to engage security personnel approved by Rainy River District School Board. Proof of security purchase must be submitted 15 working days prior to the event.
* The Board will not be responsible for personal injury, damage, loss or theft of any articles belonging to the applicant or anyone entering upon the premises as a result of the issuance of the permit. The liability insurance of the Board does not extend to the activities of groups renting the school premises.
* The Board requires community users to carry insurance based on the nature of activity of the group/organization, as determined by Community Outreach Officer and/or Principal, naming the Board as an insured party on applicant’s own Liability Insurance.

Please see the full Community Use of School Facilities and Grounds Policy & Procedure on the Board’s website at [www.rrdsb.com](http://www.rrdsb.com).

**CLOSURES:** All schools will be closed during the following school holidays: Labour Day, Thanksgiving Day, Christmas Break, Family Day, March Break, Easter Break, Victoria Day and summer holidays including Canada Day and the August Civic Holiday. Exceptions may be granted by special arrangement for March Break and summer as determined by the Director of Education or designate.

**For any questions or concerns regarding accessibility, please contact:**

**Heather Latter, Community Outreach Officer**

**Phone: (807) 274-9855 ext. 4989**

**Email:** **heather.latter@mail.rrdsb.com**