



Rainy River District School Board Community Use of School Facilities & Grounds Permit

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)

- | | |
|--|--|
| <input type="checkbox"/> School Based Program (eg. Sports, band) | <input type="checkbox"/> School Based Parent Groups (eg. Blueline Club) |
| <input type="checkbox"/> Educational (eg. Homework help, reading clubs) | <input type="checkbox"/> Parenting Support (eg. New parent classes) |
| <input type="checkbox"/> Arts and Cultural (eg. Community theatre, concerts) | <input type="checkbox"/> Health and Wellness (eg. Nutrition program, blood donation) |
| <input type="checkbox"/> Child Care Programs | <input type="checkbox"/> Sports and Recreational (eg. Basketball, yoga) |
| <input type="checkbox"/> Support for Recent Immigrants | <input type="checkbox"/> Social (eg. Meet and greets, showers) |
| <input type="checkbox"/> Community Services (eg. Employment aid) | <input type="checkbox"/> Meetings (eg. Neighbourhood action) |
| <input type="checkbox"/> Leadership (eg. Scouts, guides) | <input type="checkbox"/> Aboriginal-focused Programs |
| <input type="checkbox"/> Support for low income communities | <input type="checkbox"/> Other: _____ |

Age of Participants (Below check all that apply):

- 0-6 7-12 13-18 19-24 25-64 65+ No target age

Anticipated Attendance: _____

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: _____

<u>Please forward to:</u>	Rainy River District School Board	Community Use of Schools
	522 Second Street East	Phone: 807-274-9855 ext. 4989
	Fort Frances, Ontario P9A 1N4	Fax: 807-274-5078
	Website: www.rrdsb.com	Email: 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: _____	



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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.



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- 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.

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