



A minimum of two (2) weeks is required to process applications.

Organization: _____ Name of Supervisor: _____

Billing Address: _____ Postal Code: _____

Applicant's Name _____ Position with Organization _____

Telephone (Res) _____ (Bus) _____ (Cell) _____

Fax _____ Email Address _____

School Requested (Preference) 1. _____ 2. _____ 3. _____

AREA OF FACILITY	ACTIVITY	DAY OF WEEK	ENTRY TIME	EXIT TIME	START DATE	END DATE	# OF PEOPLE

CONTACT SCHOOL DIRECTLY REGARDING EQUIPMENT REQUESTS

Comments: _____

Will admission/registration be charged? If yes, how much? Adults _____ Students _____ Children _____

Is the Facility to be used for a profit-making venture? Yes No

On behalf of the organization referred to above, I hereby make application, by fax, for the use of the facilities indicated above for the purposes, dates and time specified and hereby agree to comply with all "Conditions of Use" as listed on the reverse side of this application. Should the said organization be granted use of the facility requested, it is further agreed and understood that said organization and all participants shall save harmless and indemnify the Board of Education of Regina Roman Catholic Separate School Division #81 of Saskatchewan and the City of Regina against any and all claims, liabilities, demands damages or rights or causes of action whatever made or asserted by anyone arising out of or incidental to this application or to the use and occupancy of the permitted premises.

Your approved copy will be returned by mail or electronically

Applicant Signature

Date

FOR OFFICE USE ONLY Date Received: _____
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CONDITIONS OF USE

1. All applications for use of school facilities must be in writing, signed by the applicant. Applications must be received a minimum of one (1) week prior to the commencement of the activity. Deadlines for bookings are: June 1 for September – December and October 15 for January – June.
2. All user groups must have a “permit for use of Regina Catholic School Division Facilities”. **Permits must be presented in order to gain entrance to the school.**
3. KEYS
 - a) A key or keys will be issued, if required, to a person assuming responsibility on behalf of the organization.
 - b) **A \$50.00 deposit may be required for each key issued and will be refunded for each key issued upon return of the key(s).**
 - c) Failure to return a key will result in an organization being responsible for all costs involved in re-keying locks and may result in loss of user privileges.
 - d) The user agrees that no duplicate keys will be made.
 - e) Keys will be available from the schools.
 - f) Organizations using a facility on a continuing basis will be issued a key just prior to first usage with the understanding that the key must be returned immediately following last usage or June 30, whichever occurs first.
4. Any changes to or cancellation of permitted school use by the user group requires **at least seven (7) working days’ notice** to avoid the prescribed facility charge. It is the responsibility of the user group to contact the school, the Regina Catholic School Division and City Community Services Department.
5. Periodic pre-empting of permitted activities may occur due to school events.
6. The applicant shall assume all responsibility pertaining to licensing, taxation and all other obligations whatsoever arising out of the activity being conducted on school premises.
7. The user group shall conduct the activities on school premises in accordance with the laws of the Province of Saskatchewan and City of Regina, fire, health and all other regulations related to the premises and any rules established by the Regina Catholic School Division.
 - a) In case of fire, call 911
 - b) In the event that the user group is unable to secure the facility call G5 Security 550-8901.
8. The user group shall have a responsible adult or group of adults in charge and in attendance at every activity. They shall assume full responsibility of the orderly conduct of the activity. The responsible personal shall arrive at the school in sufficient time to arrange to access to the facilities and take charge of the activity participants and **must be over 18 years of age.**
9. The user group may not enter the school before or stay later than the times indicated on the permit. No activity shall extend beyond 10:00 pm, unless special written permission is first obtained from the Regina Catholic School Division. The user group shall be confined to the area(s) noted on the permit.
10. Any and all damages arising out of any activity shall be the sole responsibility of the applicant, who shall assume all costs associated with the incident as may be determined by the Regina Catholic School Board. Any such damages shall be reported by the responsible person to the Principal on the first business day following the use.
11. The user group will not sublet or part with possession of the permitted premises or assign or transfer any right, title or interest in the application and/or permit, in whole or in part.
12. Prior permission must be obtained to move any equipment onto the premises or property of the Regina Catholic School Division.
13. Only equipment indicated on permit when available shall used by user group. (Nets and standards only, when requested, will be provided by the School.)
14. Only regulation indoor equipment and footwear, as approved by the Regina Catholic School Division, shall be allowed in school gymnasiums.
15. Only calisthenic type of exercises will be permitted for softball, soccer, football and other similar activities unless prior approval is granted.
16. The user group hereby agrees and obligates itself to save harmless and indemnify the Regina Catholic School Division and the City of Regina against any and all claims, liabilities, demands, damages or rights or causes of action whatever, made or asserted by anyone arising out of our incidental to the application or to the use and occupancy of the permitted premises. **PLEASE NOTE:** Insurance carried by the Regina Catholic School Division does not cover user groups. In the event the Regina Catholic School Division sustains any loss or damage for which the user group is responsible, the Board’s insurers may claim reimbursement from the user group. Accordingly, it is required for the user group to purchase liability insurance covering the permitted activities.
17. Smoking or tobacco products are **NOT ALLOWED** on Regina Catholic School Division premises or property at any time.
18. Alcoholic beverages are **NOT ALLOWED** on Regina Catholic School Division premises or property at any time.
19. These conditions do not exclude any additional rules or procedures that may be established by the principal of each school.
20. There shall be no vehicular traffic or parking on school grounds except where specifically provided.
21. The Regina Catholic School Division reserves the right to cancel any permit at any time and to refuse the use of its facilities for any reason it may deem sufficient.
22. Invoices for use are due and payable when received.