



COMMUNITY USE OF SCHOOL APPLICATION FORM

Important: This Application Form must be signed by both the Responsible Person and Board Official

ORGANIZATION INFORMATION:

Organization Name: _____ Telephone: _____
Applicant's Name: _____ Email: _____
Address: _____

BOOKING INFORMATION:

Event Name: _____

Band Program Community Program Private Other-specify: _____

Requested Day(s):

Day _____ Start Date: _____ End Date: _____

Requested Time(s):

Start Time _____ am/pm End Time: _____ am/pm

Facilities:

Gymnasium _____ Main Foyer _____ School grounds _____

Sports Equipment (specify): _____

Food/Refreshments (allowed in main foyer ONLY):

Yes No

Describe the focus of your event: _____

Estimated number of participants: _____ **Age range of participants:** _____

MANDATORY ENCLOSURE:

1. Damage deposit of \$500.00. Cheque will be returned after the event and only if there are no subsequent damages to the facilities, grounds and any authorized equipment use. The premises will be assessed upon completion of the event and should any damages be reported, the applicant will forfeit their deposit and may be required to pay for the cost of repair/replacement up to a maximum of \$5,000.00. Chippewas of Nawash Unceded First Nation band programs are required to provide a letter of confirmation, signed by the program Supervisor, confirming that the program will agree to pay \$500 and up to \$5,000 should damages occur during use of Kikendaasogamig facilities.
2. Liability insurance naming CNUFNBOE as additional insured with coverage of no less than \$1 million per occurrence. Liability insurance NOT required for Chippewas of Nawash Unceded First Nation band programs requesting use of gymnasium/school grounds

Submission of this application confirms the applicant's intention to book Kikendaasogamig facilities and assume responsibility of the associated costs. The applicant agrees to obtain Commercial General Liability

Coverage in amount of no less than \$1,000,000 per occurrence. Such coverage shall not exclude injury to participants. I have read, understand and will ensure the organization complies with the regulations with this application.

Signature of Applicant

Date

Approved By (Board Official)

Date

RESPONSIBILITIES

Board:

- Responsible for the authorization of the use of the Kikendaasogamig Elementary School building, per #ESA 3.18.00.
- Responsible for appointing a Board official/designate, for the purposes of signing the Community Use of School Application Form.
- Ensuring that completed applications are copied and provided to the Principal, a minimum of 10 days in advance of an event(s).

Principal:

- Responsible for providing opportunities for the community use of the school in accordance with CNUFNBOE Policy #ESA 3.18.00 and ensuring that the Board Policy is adhered to.
- Completing and forwarding a **condition report**, recording and noting any known anomalies or damages that pre-exist an applicants' use of the school building
- Completing and forwarding a report of vandalism or any/all damages arising out of the use of school, by any user group, to the Board.
- Responsible for School/Board Associated groups and activities.
- Submitting a plan to the Board, for school events for the upcoming school year by June 30th of the current school year.
- Submitting a list of available equipment for rental, for the upcoming school year by June 30th of the current school year.
- Informing the Board of any upcoming scheduling/booking conflicts.
- Ensuring that the building Emergency Procedures are up to date, and available for distribution to applicants.

School Staff/Custodian:

- Assisting with the set up of equipment if required, and clean up.
- Cleaning and disinfecting, prior to the start of the following school day, after an event is finished.
- Reporting any damages arising out of the use of the school, by any user group, to the Principal, in writing.
- Completing and forwarding requests for additional custodial time, due to an upcoming/ongoing event.
- The custodian is not authorized to permit the use of the building or any equipment, other than that indicated on the application.

Organization/Applicant – Function Supervisor:

- Event applicant shall assume responsibility as the Function Supervisor for the permitted activity.

- Function Supervisor shall be responsible for determining that the facility is fit, safe and suitable for their permitted activity and immediately reporting any damages noted prior to or after use.
- Function Supervisor is responsible for obtaining and providing the Damage Deposit of \$500. Damage Deposit is to be issued by cheque and forwarded to the Board office. Applicant Organization/Function Supervisor will be responsible for proper use and care of the facilities, grounds and equipment.
- Function Supervisor is responsible for obtaining and providing Certified Proof of Liability Insurance (if required) for any event for the duration of said event, of at least \$1 million dollars, naming the CNUFNBOE as Additional Insured, prior to the issuance of an approved activity. Insurance Certificates are to be forwarded to the Board and are to be filed with the application. Applications for the Community Use of School Building will not be finalized until the Insurance Certificates and Damage Deposit are filed with the Board Office.
- Function Supervisor shall be responsible for the conduct and supervision of all persons admitted into the school from the applicant organization and will ensure all requirements of the application are met.
- Function Supervisor is responsible for ensuring that the school property vacated promptly at the time specified on their application or they will be charged for additional rental time.
- Function Supervisor is responsible for ensuring that the school property is cleaned, equipment is returned and that the premises are returned to its' original condition.
- Applicant Organization/Function Supervisor has no claim to compensation from the Board for any loss, damages or expense resulting from cancellation of an event.
- Applicant Organization/Function Supervisor will confine their activity to the designated areas as indicated on the contract and associated corridors/washrooms.
- Applicant Organization/Function Supervisor will provide a First Aid kit for their event.

Organization/Applicant Restrictions:

- Application will only be approved if signed by an individual of 18 years of age or older and the individual signing will be in attendance for the duration of the approved event.
- The Board is not responsible for any personal injury, damage, loss or theft of clothing/equipment of the applicant organization.
- Subletting of space by the Organization/Applicant is not permitted.
- Transferring of space by Organization/Applicant is not permitted.
- Organization/Applicant must familiarize themselves all emergency exits and fire plans. User groups are not to obstruct any means of egress (stairs, aisles, corridors, doors or exits).
- Regulations, per ESA 3.18.00 must be adhered to and followed for the duration of the event and while on school property.
- Parking is only permitted in designated areas. Fire routes and driveways shall not be blocked. Failure to comply may result in towing and removal of vehicles.
- Organization/Applicant will be responsible for all charges incurred by the Board as a result of improper use of fire or security alarms.
- Organization/Applicant requires approval from the Board for permission to allow animals on Board property except for those animals which aid a person with special needs.
- Failure or refusal by the Organization/Applicant to adhere to the application regulations may result in cancellation and refusal to grant any further approvals for the use of the school facility.