



# Beautiful Plains School Division

## Permit for use of School Facilities

The Division acknowledges that school facilities are an integral part of the community and has developed this user permit and policy to manage and reduce the risk of injury to persons using school facilities or grounds. The BPSD has developed this permit and policy in order to:

- establish rules of use and operation of school facilities by outside individuals and user groups
- promote safe, responsible use of these facilities
- reduce the risk if injuries, property damage and subsequent liability risk

BPSD requires that the users (applicants) demonstrate to the Division that there will be sufficient controls in place to follow the conditions as outlined in the addendum to Policy F.B.A. (attached)

It is to the benefit of the user (applicant) wishing to use school property to take all reasonable steps to reduce the risk of injury or property damage.

### LIABILITY

Small groups holding low-risk functions such as meetings, conference, hall-walkers, square dancing and similar functions may be vulnerable to lawsuits for injuries that arise out of their activities. User groups and their organizers are not covered under the school board's liability insurance, and should consider obtaining liability insurance for their activities, or confirm with their insurance broker that they are covered under their home owner's insurance policy.

Individuals or groups running organized or higher risk activities such as using the gym for sports, using the shop area, using athletic field(s) for sports or sponsoring an event/function where tickets are sold, or where attendance exceeds 150 persons, face greater risk and should therefore ensure they have liability insurance coverage to protect themselves from lawsuits for injuries (a minimum of \$2,000,000 coverage is recommended). Various outside groups have access to liability insurance from their parent organizations such as Soccer Manitoba, Sport Manitoba, Boy Scouts, 4-H, etc. Please attach correspondence to this application from the parent organization indicating the level of insurance coverage.

Local recreation groups participating in high risk activities shall organize through the local recreation/leisure services office to ensure liability coverage.

Those groups who are unable to obtain liability coverage for high risk activities can contact the Division Office at 476-2388 for additional information.

<b>School Requested:</b>		<b>Date Issued:</b>	
<b>Community Organization:</b>			
<b>Name of Contact Person:</b> <i>(person who will be present at activity)</i>			
<b>Address:</b> <i>(include Postal Code)</i>		<b>Tel. #:</b>	
<b>Dates Required:</b>			
<b>Time:</b>		<i>a.m.</i>	<i>p.m.</i>
<b>Particulars of Activity/Names of Supervisors:</b>			
<b>Age of Participants:</b> <i>(students/adults)</i>		<b>Number of Participants Expected:</b>	

*See Reverse*



Requirements (Facilities/Equipment if any)		For Restricted Areas (Shops, Food Prep, Kiln Operation, Gym, Labs, etc.)	
<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Music Room	Qualifications checked and Safety Procedures reviewed	<input type="checkbox"/> YES
<input type="checkbox"/> Classroom #	<input type="checkbox"/> Equipment (specify quantity)		<input type="checkbox"/> NO
<input type="checkbox"/> Multi-purpose	<input type="checkbox"/> Showers and/or Change Rooms		
<input type="checkbox"/> Other (specify)			

**PERMIT HOLDER INDEMNIFICATION AND SIGNATURE:**

*This is to certify that (I) (my organization), acknowledge the attached "Principles of Use" and "Conditions and Restrictions" guidelines, will provide and be responsible for adequate adult supervision and the security of school property, and will abide by all rules and regulations as established from time to time by the school and/or division. I agree to pay for any damages incurred to property and/or equipment and to pay fees as outlined to me. The permit holder will protect, indemnify and hold harmless the BEAUTIFUL PLAINS SCHOOL DIVISION and its agents from all claims for damages that may arise out of the use of buildings or grounds by the permit holder.*

Address	Tel. No.	Name of Official Organization
Date	Signature	

TO BE COMPLETED BY PRINCIPAL		
Facility has been assigned as requested: (If NO, see Principal's Comments below)	<input type="checkbox"/> NO	<input type="checkbox"/> YES
Rental Fee that will be charged for hours not normally open: _____ Hours @ _____ = _____		
Extra Cleaning:		
Restricted Area Qualifications and Safety Procedures Reviewed:	<input type="checkbox"/> NO	<input type="checkbox"/> YES
Equipment Rental:	Other Charges:	
<b>TOTAL COST: (Rental Fees, Extra Cleaning and Equipment Rental)</b>		<b>\$ _____</b>

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head Custodian's Signature

PRINCIPAL'S COMMENTS: