



COMMUNITY USE OF BOARD FACILITIES GENERAL APPLICATION PERMIT

Please complete **all** sections on this page and submit in duplicate to the school Principal. **All requests must be completed at least fourteen (14) days prior to the requested start date.** If you have any questions regarding this application, please contact the Purchasing, Planning and Facility Administration Office at **(705) 748-4861, ext. 238.**

School Principal to forward **original copy** (faxed copies will not be processed) of fully completed form to:
Peter L. Roach Catholic Education Centre - Attention: Manager of Purchasing, Planning and Facility Administration

NAME OF REQUESTING ORGANIZATION/USER GROUP (PLEASE PRINT) _____ NON-PROFIT NUMBER (IF APPLICABLE) _____

ADDRESS _____ POSTAL CODE _____

CITY/TOWN _____

CONTACT NAME(S) (PLEASE PRINT) _____ CONTACT PHONE NUMBER(S) _____

PURPOSE OF PERMIT _____

EXACT DATE(S) OF USE (LIST ALL DATES ON SEPARATE SHEET IF NECESSARY AND ATTACH TO THIS FORM) _____

CONFIRMING SCHOOL NAME _____

ACCESS TIME: _____ AM PM EXIT TIME: _____ AM PM

NUMBER OF PEOPLE ATTENDING: _____ AGES: UNDER 12 12-18 18-65 OVER 65

PLEASE COMPLETE THE FOLLOWING INFORMATION FOR YOUR EVENT

MEMBERSHIP FEE: \$ _____ PROGRAM FEE: \$ _____ ADMISSION FEE: \$ _____ AMOUNT OF FEE: \$ _____

FACILITIES REQUIRED: SINGLE GYM LIBRARY RESOURCE CENTRE OUTDOOR RECREATIONAL AREA
CHECK ALL THAT APPLY DOUBLE GYM CAFETORIUM CLASSROOM(S) _____ (# OF ROOMS REQUIRED)

SPECIAL ARRANGEMENTS OR EQUIPMENT REQUIRED (REFER TO ASSUMPTION OF RESPONSIBILITY WAIVER): _____

PROOF OF LIABILITY INSURANCE: YES (COPY OF POLICY MUST BE ATTACHED) NO (IF NO, SAME MUST BE PURCHASED THROUGH SCHOOL BOARD)

**The Board requires proof of insurance with the Board added as an additional insured for \$2,000,000.00.
Cost of insurance will be included on your permit if proof of insurance is not provided at time of processing.**

I hereby declare that I/We will abide by the Board Policy with respect to Community Use of Board Facilities.

SIGNATURE OF APPLICANT _____ DATE OF APPLICATION _____

ADDITIONAL INFORMATION ON COMMUNITY USE OF BOARD FACILITIES MAY BE FOUND AT: <http://www.pvnccdsb.on.ca/departments/purchasing/use-of-facilities.asp>

THE BOARD HAS A STRICT NO ALCOHOL POLICY ON ALL BOARD PROPERTY

APPROVAL

Detailed Information Required to Process Application

PRINCIPAL'S COMMENTS _____

PERMISSION GRANTED PERMISSION DENIED CUSTODIAN REQUIRED CUSTODIAN NOT REQUIRED (CHECK ALL THAT APPLY)

SIGNATURE OF PRINCIPAL _____ DATE _____

CENTRAL BOOKING OFFICE COMMENTS _____

PERMISSION GRANTED PERMISSION DENIED

SIGNATURE DATE

SCHEDULE OF APPLICABLE RATES

— TO BE COMPLETED BY PURCHASING DEPARTMENT ONLY —

	Group 'A'	Group 'B'	Group 'C'	Group 'D'	Group 'E'
APPLICATION FEE	N/C	\$5.25	\$15.00	\$15.00	TBD
SPACE (per hour)					
Library	N/C	N/C	\$10.00	\$20.00	TBD
Classroom	N/C	N/C	\$10.00	\$20.00	TBD
Single Gym	N/C	N/C	\$15.00	\$20.00	TBD
Double Gym	N/C	N/C	\$20.00	\$40.00	TBD
Cafetorium	N/C	N/C	\$20.00	\$40.00	TBD
Outdoor Space	N/C	N/C	N/C		
EQUIPMENT					
Special Event Equipment <small>IE: PA SYSTEM STAGE LIGHTING, ETC.</small>	N/C	\$150.00	\$150.00	\$150.00	TBD
Stacking Chairs	N/C	35¢	35¢	35¢	TBD
Folding Tables	N/C	85¢	85¢	85¢	TBD
Phys Ed Equipment <small>PER UNITY PER EVENT</small>	N/C	\$3.50	\$3.50	\$3.50	TBD
Shower Change Room	N/C	N/C	\$20.00	\$20.00	TBD
LABOUR RATES (if applicable)					
Custodian - Regular	N/C	\$ 9.00	\$18.56	\$18.56	TBD
Custodian - Overtime	N/C	\$13.50	\$27.84	\$27.84	TBD
Custodian - Double Overtime	N/C	\$18.00	\$37.12	\$37.12	TBD

NOTE: All prices listed above are subject to G.S.T.

- Liability Insurance 1-25
 26-100
 101-250

- One Day Sporting Events 1-25
 26-100
 101-250

- All Season Sporting Activity 1-25
 26-100
 101-250

- Group 'A'** Parishes with existing Board agreements
- Group 'B'** Non-profit organizations, Board employee organizations, Board related business
 Scouts, Girl Guides, adult religious education, Cursillo, etc.
- Group 'C'** Athletic groups, games, practices and tournaments
 Drama groups - non-student sponsored
 Community concerts
 Private, non-profit and commercial groups offering non-profit events
- Group 'D'** All other community groups not included in groups B and C
- Group 'E'** Functions of a commercial or advertising nature under local sponsorship
 Any "For Profit" groups

<p>TOTAL RENTAL FEE IF APPLICABLE</p> <p>\$</p>

Information Collection Authorization: The personal information contained on this form has been collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act. The information is collected for the purpose of administering applications related to Community Use of Board Facilities. The information will be retained in the office of the Manager of Purchasing, Planning, and Facilities Administration for a period of 3 years. Questions may be directed to the Manager of Purchasing, Planning, and Facilities Administration.

USERS: PURCHASING DEPARTMENT

COPIES: 1. PURCHASING DEPARTMENT 2. PRINCIPALS 3. APPLICANT (UPON REQUEST)