



TERMS AND CONDITIONS

ALL CACNCELLATIONS REQUIRE AT LEAST TWO (2) WEEKS NOTICE IN WRITING TO THE PERMIT OFFICE.

CONDITIONS

1. The Permit Holder or Supervisor must show a copy of the Permit to the Custodian prior to the start of their activity.
2. DOORS MUST REMAIN LOCKED. Upon arrival to the school, phone the custodian number provided on the permit. The Permit Holder must provide a door monitor over the age of 18 to allow access to participants DOORS MUST NOT BE PROPPED OPEN. Preparation or set-up must be completed during the scheduled permit time.
3. The Permit Holder must ensure that all rooms used are locked by the Custodian prior to leaving the School Building.
4. Immediately following the end of each permit, the Custodian will inspect the space used for damage. Permit Holder should accompany the Custodian during this inspection and sign the permit check list form.
5. WSD reserves the right to revoke the Permit without prior notice to Permit Holder.
6. Permit is subject to all bylaws of the City of Winnipeg.

GENERAL CONDITIONS *Failure to abide by conditions below may result in cancellation of the Permit*

- The Permit Holder may use the space only on the date(s), during the hour(s) and for the purpose(s) specified by the Permit.
- The Permit Holder, associated participants/spectators may access the washroom facilities that are nearest to the space specified in the Permit.
- Permit Holders must contact WSD's Permits Department if they wish to cancel the Permit.
- Permits are non-transferable.

SUPERVISION CONDITIONS

- The Permit holder is responsible for both spectators and participants.
- Participants under the age of 18 must be supervised.
- Supervisor of Permit must be the last individual(s) to leave the School.

SAFETY AND FIRST AID

- The Permit Holder is responsible for supplying a first aid kit for participants and spectators.
- The Permit Holder and associated participants/spectators must abide by the School Division's Fire Evacuation/ Emergency Response Procedures.
- All aisles, hallways, and exits in the School Building must be kept clear, from equipment and people.

EQUIPMENT

- Permit holder is responsible for any loss or damage to the School Building or School equipment.
- Permit holders are responsible to supply any required sports equipment (eg. balls, rackets, hockey sticks, pucks, etc)
- The application of powder, wax or any other preparation to gymnasium or auditorium floors is prohibited.
- Only appropriate footwear (athletic shoes with none marking soles) are to be worn in the school gymnasium.
- No tape of any kind can be put on the floors of the School gymnasium.
- Rooms and equipment should be returned to its original condition by the end of each time permit.



ECONOMIC CONDITIONS

- The School Building will not be used for the private gain, economic or otherwise, of the Permit Holder or any other party.
- No Permit Holder will offer and no employee of the School Division will accept any gratuity in any form in connection with the use of school premises
- Raffles are permitted only in conjunction with school events and only if the raffle is sponsored by parent councils or alumni and is properly licensed.
- Permit Holders may not charge fees at the door.

FOOD AND DRINK

- No food is allowed in the School gymnasium or theatre, drinks are permitted in the gymnasium.

ALCOHOL AND SMOKING

- Smoking, vaping and drinking alcohol are strictly prohibited on all School property.
- Any request which would involve serving of alcoholic beverages must be in accordance with Section 6.8 Policy KG - Use of School Facilities.

CANDLES AND OPEN FIRE

- The use of candles or any other unprotected light source must be pre-approved by the School Division's Director of Buildings.

INDEMNITY AND LIMITATION OF LIABILITY

The Permit Holder shall save harmless the School Division, its servants, agents, officers, directors, partners, members and employees from and against any and all liabilities, obligations, claims, damages, injury, liabilities, claims, and penalties.

The Permit Holder hereby agrees to comply with the above noted conditions.

Name of Permit Holder or Organization

Email

Phone #

Date

Signature

By typing your name you are choosing to use this as your signature.
Alternatively, you may print the form, sign and send it in.