

APPLICATION FOR FILMING

This form is to be used for requesting the use of schools, grounds and parking of the Winnipeg School Division property. Once approved, a location agreement will be processed. No Summer film permits will be allowed at any school after the **2nd week in August**. Liability insurance must be submitted before request will be processed. Send to permitapplications@wsd1.org or fax: 204-774-6406

Location								Alternate Location			
Purpose								Select Start Date			
1st Choice	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Select End Date			
2nd Choice	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Start Time		24 Hour Time	
3rd Choice	Mon	Tues	Wed	Thur	Fri	Sat	Sun	End Time			
How many days per week?							Total expected onsite crew & actors				
GYM		LIBRARY		CAFETERIA		MPR		KITCHEN			
Additional Details and/or Room(s):											
<p>This information is being collected under the authority of the public schools act and will be used for the use of Schools facilities under Division Policy KG. The Freedom of information and protection of privacy Act protects this personal information. If you have any questions about the collection, please contact the permits department at 204-789-0421.</p> <p style="text-align: center;">Note: Main Contact or supervisor/alternate must be in attendance at all times</p>											
Organization Group Name <i>if applicable</i>							Website Address				
Contact / Director							Supervisor / Alternate				
Email							Email				
Phone #				Phone #				Cell #			
Cell #				Cell #				Postal Code			
Address								Postal Code			
GST Exempt		Yes	No	GST Registration #							

PERMITS WILL NOT BE PROCESSED WITHOUT PROOF OF LIABILITY INSURANCE

REQUIREMENTS you must have \$2,000,000 liability insurance, with the Winnipeg School Division named as additionally insured.

- I have acquired Liability Insurance through an insurance company of my choosing.
- I have provided a copy of my Liability insurance.
- I will purchase Liability insurance through the WPG School Division. I agree to be invoiced accordingly as per attached chart.

OUTSIDE USER LIABILITY INSURANCE RATES - \$2,000,000 COMMERCIAL GENERAL LIABILITY				
	Number of participants	Premiums One Day	Premiums Two Days	Premiums Seasonal
Badminton, Dance Lessons, Horseshoes, Tennis	1-25	\$25	\$50	\$75
	26-100	\$50	\$100	\$150
	101-250	\$75	\$150	\$225
	Over 250	Refer	Refer	Refer
Baseball, Basketball, Field Hockey, Handball, Racquetball, Soccer, Squash, Softball, Volleyball, Swimming with life guard, Non-Contact Touch/Flag Football, Track & Field	1-25	\$50	\$75	\$150
	26-100	\$100	\$150	\$300
	101-250	\$150	\$225	\$450
	Over 250	Refer	Refer	Refer
Recreational Non-Contact Ball Hockey	Pick-up Max 30 Players League	\$50 Refer	\$75 Refer	\$100 Refer
	Number of Participants	Premiums One Day	Premiums Two Days	Premiums over 3 Days of Seasonal
Meetings and Other events	1-25	\$25	\$50	\$75
	26-100	\$50	\$100	\$150
	101-250	\$100	\$200	\$300
	251-500	\$150	\$300	\$500
	Over 500	Refer	Refer	Refer
Activities Not Listed – Contact HUB International at Phone: 1-204-888-8374				

This is to certify that (I) (My Organization), while occupying said facilities, 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 by the school and/or **DIVISION**. I (we) agree to pay for any damages incurred to property and/or equipment and to pay rental fees as outlined. The permit holder (user group) will protect, indemnify and hold harmless the 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. If liability insurance premium is not indicated above, the permit holder (user group), agrees to obtain his/their own liability insurance for this event.

Date: _____

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

OFFICE USE ONLY		PAID – CH#, Debit, Visa, MC	PERMIT #
Non-Refundable Process Fee	No GST	\$25.00	
Rental Fee per Fee Chart Below	GST	\$	
Additional Room Fees	GST	\$	
Insurance Fees	GST / PST	\$	
Custodial Fees, if applicable	GST	\$	
Theatre Rental	GST	\$	
Grounds	GST	\$	
TOTAL		\$	

Approved by: _____

Entered by: _____

FILMING

Additional questions for the use of Winnipeg School Division Space

	Yes	No
1. Will you want to tie into the School Electrical Panel?		
If Yes, have you obtained a City of Winnipeg Permit for any electrical work to be done?		
2. Will you want to do any temporary modifications? (must be returned to original state)		
If yes, what type of modifications?		
If yes, have you obtained a City of Winnipeg Permit for the modifications?		
3. Are you wanting to remove any windows or glass?		
If yes, please provide details and location.		
4. Will you be removing any of our permanent or fixed fixtures?		
If yes, please provide details and locations.		
5. Will you be requiring parking?		
If yes, what size of lot do you require?		
6. Will you be putting anything into the air that will set off our smoke detectors?		
If yes, please provide all particulars of the substance (MSDS – Material Safety Data Sheet)		

*The Winnipeg School Division does not offer Trade Staff to do any work on behalf of the Film Company.
 The Film Company will provide their own trades staff.*