

### LANGUAGE CLASSES APPLICATION FOR USE OF SCHOOL BUILDING

(Not including statutory holidays) One application per school. Send to [permitapplications@wsd1.org](mailto:permitapplications@wsd1.org) or fax: 204-774-6406

Liability insurance must be submitted before request will be processed. A participant registration (roster) will be required before first date of request.

<b>Location</b>								<b>Alternate Location</b>		
<b>Select Type of Permit</b>								<b>Select Start Date</b>		
Personal		Not-For-Profit			For Profit					
1 <sup>st</sup> Choice	Mon	Tues	Wed	Thur	Fri	Sat	Sun	<b>Select End Date</b>		
2 <sup>nd</sup> Choice	Mon	Tues	Wed	Thur	Fri	Sat	Sun	<b>Start Time</b>		
3 <sup>rd</sup> Choice	Mon	Tues	Wed	Thur	Fri	Sat	Sun	<b>End Time</b>	24 Hour Time	
<b>How many days per week?</b>							<b>Do you require multiple locations?</b>		Yes	No
GYM		LIBRARY		CAFETERIA		MPR		KITCHEN		

**Additional Details and/or Room(s):** *(Add additional rooms by room # and/or name, if not listed above.)*

Special Events	Purpose	Start Time	End Time	Additional Requirements

<b>Organization Group Name</b>				<b>Website Address</b>			
<b>Contact / Director</b>				<b>Supervisor / Alternate</b>			
<b>Email</b>				<b>Email</b>			
<b>Phone # Cell #</b>				<b>Phone # Cell #</b>			
<b>Address</b>						<b>Postal Code</b>	

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

**Note: Main Contact or supervisor/alternate must be in attendance at all times**

# of Participants Under 18		# of Participants Over 18		Fee/Charge to participate	Yes	No
\$ Collected from participants		Purpose of Fee				

## 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.

<b>OUTSIDE USER LIABILITY INSURANCE RATES - \$2,000,000 COMMERCIAL GENERAL LIABILITY</b>				
	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
<b>Activities Not Listed – Contact HUB International at Phone: 1-204-888-8374</b>				

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.

<b>OFFICE USE ONLY</b>		<b>PAID – CH#, Debit, Visa, MC</b>	<b>PERMIT #</b>
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	\$	
<b>TOTAL</b>		<b>\$</b>	

Approved by: \_\_\_\_\_

Entered by: \_\_\_\_\_

## ALL CANCELLATIONS REQUIRE AT LEAST TWO (2) WEEKS NOTICE IN WRITING TO THE PERMIT CLERKS

### DEFINITIONS

**Custodian** the individual responsible for care and maintenance of the premises to which this Permit pertains.

**Permit** this Permit to Use School Premises

**Permit Holder** the organization that has been granted the Permit, or its designated representative.

**School** the school within the School Division in respect in which this Permit has been issued.

**School Building** any building on the premises of the School to which this Permit grants Permit Holder access.

**School Division** the Winnipeg School Division.

**Supervisor** an individual over the age of 18 who is designated by the Permit Holder to undertake and be responsible for the due observance by the participants and spectators associated with the Permit Holder and comply with terms and conditions of the Permit. Supervisor will have any and all qualifications required in respect of the particular activities to which the Permit pertains. The name of the Supervisor(s) must be entered upon the application for permit. The Supervisor shall report directly to the Custodian.

### INSTRUCTIONS

1. The Permit Holder must show the original copy of the Permit to the Custodian on the first date stipulated on the Permit. The Permit Holder listed on the Permit must bring Permit to each activity date and provide it to the Custodian upon request.
2. All alternates associated with Permit Holder should be given a copy of the Permit by the Permit Holder and have it on hand.
3. **DOORS MUST REMAIN LOCKED.** Doors to the School Building will be unlocked 15 minutes prior to the Permit start time and locked 15 minutes after the Permit start time. The Custodian will allow the Permit Holder access to the School Building and then return to his or her pre-assigned duties. The Permit Holder must provide a door monitor over the age of 18 to allow access to participants. Custodian is only responsible for guaranteeing entry to the Permit Holder. **DOORS MUST NOT BE PROPPED OPEN.**
4. Permit Holder is responsible for any required preparation of facilities in respect of which the Permit pertains. Preparation or set-up must be completed during the 15-minute period in which the doors to the School Building are opened but the Permit start time has not yet begun.
5. The Permit Holder must ensure that any room in the School in use by the Permit Holder is locked by the Custodian prior to leaving the School Building at the end of each time period in respect of which the Permit pertains.
6. Immediately following the end of each time period in respect of which the Permit pertains, the Custodian will inspect the School Building for evidence of damage or improper use. Permit Holder should accompany the Custodian during this inspection and sign the permit check list form.

### NOTES

- Permit has been issued based on custodial availability. School Division reserves the right to revoke the Permit with no notice to Permit Holder.
- Permit is granted subject to the rules and regulations governing use of school premises in the Province of Manitoba.
- Permit is subject to all bylaws of the City of Winnipeg and regulations thereunder governing use of public buildings.

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

- The School building will be available for use only upon presentation of the permit to the Custodian.
- The School building, and in particular, the specific area of the School Building indicated on the Permit, is to be used by the Permit Holder and its associated participants and spectators only on the date(s), during the hour(s) and for the purpose(s) specified by the Permit. Subject to condition #3, no other area of the School can be used by the Permit Holder or its associated participants and spectators.
- The Permit Holder and its associated participants and spectators will be permitted to access the washroom facilities in the School that are nearest to the areas/rooms/facilities of the School specified in the Permit.
- The times listed on the Permit are the times at which participants and spectators associated with the Permit Holder can enter the School Building and must be completely vacated from the School Building, respectively.
- Permit Holders that are granted continued use of the School must contact the School Division's Permits Section when they are canceling the Permit, both in respect of a one-time cancellation and the permanent discontinuance of the Permit.
- Permits are non-transferable.
- If the time period for the Permit includes regular school hours (7:00 a.m. to 6:00 p.m. on Monday to Friday), the Permit Holder and its participants and spectators will not disturb any students and staff at the School.

### SUPERVISION CONDITIONS

- The participants and spectators associated with the Permit must be under the immediate supervision of a Supervisor.
- If Permit specifies the use of more than one room in the School Building, Permit Holder must provide Supervisor(s) for each room in use.
- Participants under the age of 18 must be supervised by a Supervisor at all times.
- Supervisor of Permit must be the last individual(s) to leave the School at the end of each time period in respect of which the Permit pertains.

### SAFETY AND FIRST AID

- Permit Holder will be responsible for supplying its own first aid kit for its participants and spectators, but the Permit Holder will have access to any safety equipment available at the School, including its Automated External Defibrillator(s), as well as a School telephone, as required.
- The Permit Holder and its associated participants and spectators must abide by the School Division's Fire Evacuation/Emergency Response Procedures. A description of same is attached to this Permit.
- The Permit Holder is responsible for deciding whether or not the School facility being used is safe for the Permit Holder's activity. If conditions are not safe, the Permit Holder must stop the activity and advise the Custodian immediately. *to abide by conditions below may result in the revocation of Permit*
- All aisles, hallways, and exits in the School Building must be kept clear, including of people and equipment.
- Aisles in the School auditorium must be maintained as shown on auditorium seating plans.

### EQUIPMENT

- School equipment of any kind cannot be used without written permission from a representative of the school (written on permit)
- If School Property, the use of which has been permitted by the Permit, is used improperly, this will result in immediate cancellation of the Permit.

#### EQUIPMENT CON'T

- Permit holder will be responsible for any loss or damage to the School Building or School equipment resulting from the use of same by the Permit Holder or its associated participants and spectators. A certificate by the School Division's Director of Buildings or the designate thereof will be evidence of such loss or damage and Permit Holder will the amount of such loss or damage upon demand by the Division.
- Without written permission from the school Division's Director of Buildings or the designated thereof, no pianos, motion picture equipment or other apparatus will be brought into the School Building and no structure or apparatus will be places upon or erected
- Permission to use facilities in the School does not carry with it the right to use any moveable apparatus in the School. Special application must be made for the privilege, written permission for which will be attached to the Permit.
- The Permit Holder and associated participants will have no access to the school gymnasium's equipment room.
- Permit Holders must provide their own sports equipment, including sports balls, rackets, hockey sticks, pucks, etc.
- The application of powder, wax or any other preparation to gymnasium or auditorium floors is prohibited.
- Permission to use specially equipped rooms in the school, including but not limited to Home Economics room, Industrial Arts room and Shops may only be granted after the Principal of the School has approved the appointment of the Supervisor who will be in charge of such room(s).
- Only appropriate footwear (athletic shoes with white soles) is to be worn in the school gymnasium.
- No tape of any kind can be put on the floors of the School gymnasium.
- Any equipment or furniture that is moved or adjusted must be put back to where it was originally located and any School rooms used must generally be returned to their original condition at the end of each time period respect of which the Permit Holder pertains.
- If there is writing on any whiteboard in any room, that writing is not to be erased. If white boards are accessible, whiteboard markers must be used.
- Contentions of teacher's desks, cupboards and supplies etc. are not to be used by the Permit Holder or its participants when using School classrooms

#### CONDITIONS RELATED TO SPECIFIC SPORTS

- Indoor soccer can only be carried out in the school gymnasium by individuals under the age of 18, and only using a special indoor soccer ball.
- When playing basketball in the School gymnasium, participants are prohibited from hanging on the basketball rims.
- When playing soft tennis in the school Gymnasium, only adapted indoor tennis balls (made of foam) may be used.
- When playing floor hockey in the school gymnasium, hockey sticks used must have plastic blades with no tape attached.

#### 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 will not be permitted to originate or to be conducted in the School.
- No admittance charge in respect of the activities to which this Permit pertains will be made or tickets sold in advance, or a collection of any kind taken, unless the intention to make such a charge, sell such tickets, or take a collection is stated on the application for permit.

#### FOOD AND DRINK

- No food is allowed in the School gymnasium.
- No food or drinks are allowed at the scoreboard table in the School's gymnasium.
- No food or drinks are allowed in the School's theatre.

#### ALCOHOL AND SMOKING

- Subject to condition #43 herein, 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.
- Permits to have an open fire on School grounds may be granted subject to the approval of the Superintendent of the School Division and the departments of the City of Winnipeg having jurisdiction.

#### INDEMNITY AND LIMITATION OF LIABILITY

Permit Holder and the Permit Holder's agents, associates and representatives, which shall include without limitation the Supervisor, will protect, indemnify, defend and 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, penalties, causes of action, costs and expenses imposed upon or incurred by or asserted against any of them by reason of:

- any use and/or occupancy of the School premises;
- any activity permitted or suffered on behalf of the Permit Holder, its associates, participants and spectators on the School premises;
- any activity which results in injury or death to the Permit Holder, its associates, representatives, participants or spectators that occurs on School premises and directly or indirectly relates to the Permit to Use School Premises;
- the negligence and/or willful misconduct of the Permit Holder or any of its associates, representatives, participants and spectators;
- any damage caused to the School premises caused by the Permit Holder or the activities to which the Permit pertains.

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

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Name of Permit Holder or Organization

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Email

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Phone #

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Date

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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.

## LANGUAGE CLASSES

### Additional Conditions for the use of Winnipeg School Division Space

In order to alleviate any concerns that may reach this office regarding use of space, please be advised of the following:

- Contents of teacher's desks, cupboards, shelves etc. and supplies are not for use by groups using classrooms. Use of books and classroom materials is strictly prohibited.
- Any/all supplies required for your program are to be brought in and removed on a weekly basis. We do not have storage space in our schools.
- Rooms/spaces must be left in the same condition in which they were found. If furniture/desks are moved, they must be returned to their original locations. Posters, etc. shall not be removed from the walls.
- Access to School computers is strictly prohibited.
- Permit does not include Internet or Wi-Fi access.
- Material left on chalk boards/white boards must not be erased. If white-boards are available for use, only appropriate markers are to be used on these boards. Please be advised to bring your own white board markers.
- Students are not to be left unsupervised at any time. All classrooms must have one adult supervisor at all times. There is to be no consumption of food or drink in classrooms.
- Before and after each session, the caretaker on duty is required to do a walk through with the Permit Holder, any damage will be reported and you would be responsible for repair or replacement.
- The permit holder is responsible to see that all persons covered under this permit have left the building/grounds safely before he/she departs from the school, for example, no one should be left waiting for a ride.
- Only areas listed on the permit are accessible, please contact this office if you would like to request any changes/adjustments to your permit. Do not ask the custodian to open additional spaces.
- The times listed on the permits are the times in which participants can enter the building and must be completely clear of the building. Please do not allow parents to drop off children earlier than the listed times. Schools events have first priority and if the school requires the space we will make every effort to give as much notice as possible.
- Our spaces and staff should always be treated with the utmost of respect.

Failure to comply with the above could result in cancellation of permit privileges.

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

\_\_\_\_\_  
Name of Permit Holder

Click or tap to enter a date.

\_\_\_\_\_  
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.

## RENTAL FEES

Following the determination of the schools need for space each year, the Permits Department may allocate any remaining space that is available after school hours and authorize a permit for occasional/weekly use based on the following criteria:

Priority Level	Group Name	Description – Who Included	Non-Refundable Permit Processing Fee	Rental Fee Monday to Friday	Rental Fee Saturday to Sunday and Stat Holidays	Rental Fee Summer, Spring, and Winter Breaks
1	School/Division Use	* Any Permit outside regular school hours for school based/hosted program	N/A	N/A	N/A	N/A
		* Any permit outside regular school hours for school based/hosted program-outside school custodial hours	N/A	N/A	N/A	N/A
2	Local Not-For-Profit School Based Programs	Not-For-Profit groups, programs for WSD students including: * Daycares – Lease	N/A	N/A	N/A	N/A
		* BNAS – Lease	N/A	N/A	N/A	\$65 per day (Subsidy)
		* City of Winnipeg - Joint Use Agreements	N/A	As per Agreement	As per Agreement	As per Agreement
3	Not-for Profit  After School and School Community (catchment) youth organizations	Organizations within WSD operating programs for WSD youth/community, including: * Community Centres	\$25	\$50	\$35 per hour (Subsidy)	\$35 per hour (Subsidy)
		* Boys & Girls Clubs of Wpg	\$25	\$50	Up to \$140 per day (Subsidy)	Up to \$140 per day (Subsidy)
		* NEEDS	\$25	\$50		
		* IRCOM	\$25	\$50		
		* West Broadway Outreach	\$25	\$50		
		* The Peaceful Village	\$25	\$50		
		* Brownies/Scouts etc.	\$25	\$50		
Individual Groups operating Recreational, Cultural or Sports programs and/or activities at <b>no charge to WSD participants, including:</b> * Non-Division Language/Music classes * Sports Leagues * Individual Sports Teams/Groups * Local Residents Associations  <b>Roster must be included:</b> Proof of Not-For-Profit status may be requested.	\$25	\$25 per hour to a Maximum \$200 Per Year Per Slot	\$35 per hour to a Maximum \$200 Per Day	\$35 per hour to a Maximum \$200 Per Day  (Subsidy)		
Not-For Profit  Youth & Adult Groups Meeting 65% residency	\$25	\$5 for each additional space	\$5 for each additional space	\$5 for each additional space		
Not-For Profit  Groups Not Meeting 65% residency	\$25	\$65 per hour to a Maximum \$340 Per Day	\$65 per hour to a Maximum \$340 Per Day	\$65 per hour to a Maximum \$340 Per Day		
5	Groups Not Meeting 65% residency	All organizations/groups not meeting 65% residency requirement.	\$25	\$5 for each additional space	\$5 for each additional space	\$5 for each additional space
				\$65 per hour	\$65 per hour	\$65 per hour
6	For Profit  All Groups, Organizations, Individuals	Business, etc.	\$25	\$5 for each additional space	\$5 for each additional space	\$5 for each additional space
				\$65 per hour	\$65 per hour	\$65 per hour
Grounds	Group Name	Description – Who Included	Non-Refundable Permit Processing Fee	Rental Fee Monday to Friday	Rental Fee Saturday to Sunday and Stat Holidays	Rental Fee Summer, Spring, and Winter Breaks
	All Groups, Organizations, Individuals.	All Groups, Organizations, Individuals.	\$25	\$50	\$50	\$50

\* Includes \$15 surcharge for utilities, supplies, cleaning/administrative and building security fees.

Please be advised that permit space is not guaranteed from year to year.  
Permit space will not be provided at a cost to the Winnipeg School Division.  
If you are not granted the space you requested, every attempt will be made to find a suitable location.

## ROSTER OF PARTICIPANTS

*Completed Roster MUST BE SUBMITTED prior to First Day of Request*

	Name	Mailing Address	Phone Number
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Submit additional names on separate sheet.