

School Requested: 1st Choice: _____ 2nd Choice: _____

Day(s) of the week preferred: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

THE TIMES INSERTED BELOW ARE THE TIMES OF ADMISSION TO THE BUILDING AND THE LATEST TIME THE BUILDING IS TO BE VACATED

Start Date: _____ End Date: _____ Start Time: _____ am/pm End Time: _____ am/pm

Organization/Group Name: _____ Non-Profit Number: _____

Name of Applicant: _____

Address: _____
(Street Name) (City, Province) (Postal Code)

Telephone: _____ Ext.: _____ Alternate Phone: _____ E-mail: _____

Alternate Contact Name: _____

Telephone: _____ Ext.: _____ Alternate Phone: _____ E-mail: _____

Type of Function: _____

Total Attendance: _____ Special Requirement: _____

Accommodation Information

Space Required: Gym Change Room Cafeteria Classroom(s) Required: _____
 Library Field Washroom Other: _____

Equipment Required: Number of Chairs: _____ Number of Tables: _____ Other: _____

Age of Participants: 0 - 4 5 - 10 11 - 15 16 - 18 19 - 64 65+ Gender: Male Female Both
 (Select All Applicable)

Select all applicable options: Group Set Up Required (All Permit Groups) For Entire Length of Permit (All Permit Groups)
 To Open and Close Facilities (School Use Only) Group Responsible for Own Cleanup (School Use Only)

Insurance

The Dufferin-Peel Catholic District School Board requires Proof of Insurance with the Board added as an additional insured for \$2,000,000.00.

If proof of insurance is not provided at the time of processing, cost of insurance will be included on the permit.

We will provide Proof of Insurance We will purchase insurance through the Board

Will there be alcohol present at the event?

Yes No

Alcohol Liability Insurance will be required for any event selling/serving alcohol.

If "Yes" was selected above, please attach Proof of Alcohol Liability Insurance.

****All permit fees must be made prior to the permit start date. Payment can be made through Visa/Mastercard in person at the Permits Department or a cheque can be mailed to the Permits Department, payable to the Dufferin-Peel Catholic District School Board.****

****Administration Fees are Non-Refundable once the permit is processed and any subsequent changes or cancellations are subject to a fee. All cancellations must be made a minimum of 48 hours prior to the start of the permit. Weekend events must be cancelled no later than Wednesday of the same week.****

****A copy of the processed permit must be with you at all times while on school property. Either the applicant or the alternate contact named must be personally present and identifiable by valid photo identification acceptable to the Board or access to the school premises will be denied.****

I acknowledge that I am 18 years of age or older and I am legally able to sign this contract. Yes No

I accept and will abide by all rules, regulations and rates pertaining to permits. I assume full responsibility for damage incurred to school property or equipment and also realize we use the facilities at our own risk in case of accident. I realize that any fee billing for this permit will be calculated on actual use and extra custodial time that may be required may well vary from the estimate.

Signature of Applicant

Date of Application

Personal information contained on this form is collected under the legal authority of the Education Act, R.S.O. 1990, c. E.2 and Regulations, as amended. The information will be used for the sole purpose of allocating facility space to individuals and organizations. Questions regarding the collection of this information should be directed to the Permits Department:

Permit Officer: Laura Iaboni Ext: x23251 laura.iaboni@dpcdsb.org

North Schools: Carol Tatangelo Ext: x23253 carol.tatangelo@dpcdsb.org South

Schools: Maria Emanuele Ext: x23254 maria.emanuele@dpcdsb.org

SEE RULES AND REGULATIONS ON REVERSE SIDE OF PERMIT

DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD
GENERAL RULES AND REGULATIONS

All applications for the use of school facilities (including actual in-school use) must be made on the Board approved Application Form.

The interpretation and administration of these regulations are the responsibility of the Permits Department of Dufferin-Peel Catholic District School Board.
It is the prerogative of the Dufferin-Peel Catholic District School Board to refuse or cancel the use of its facilities to any person or group.

Conditions for Use

- All applicants must be 18 years of age or older.
- Applications must be received a minimum of 2 weeks prior to the date required.
- The hours stated for use on the permit will be the actual time the building may be occupied. An extra charge will be levied for coverage. Likewise, the number of people involved cannot exceed the number on the permit. Failing this constitutes a violation of the contract.
- Activities must be confined to the areas allotted for use on the permit (i.e. permit participants shall not wander or play in the hallways).
- Groups may not use the school facilities until the permit is received from the Office of the Permits Department.
- Groups must provide notice of permit cancellation a minimum of 48 hours prior to the start of the permit. Permits which fall on the weekend must be cancelled no later than the Wednesday of the same week.
- All participants must follow standards that are consistent with the Board's Code of Conduct.
- The person(s) responsible (as indicated on the permit) shall be responsible for the conduct and supervision of all persons under their charge and are financially responsible for all damage done to school property.
- The person(s) responsible for the permit must confirm compliance with requirements set out in the ***Accessibility for Ontarians with Disabilities Act*** and related regulations.
- For events where an L.L.B.O. permit is issued to the user group for the sale or service of alcoholic beverages, one or more off-duty officers from the Regional Police Department shall be employed. Alcohol Liability Insurance will be required for any permit involving alcohol.
- Appropriate footwear must be worn in the area being used as indicated on the permit. In the case of the gymnasium, running shoes **must** be worn.

Special Conditions

- The Board has a duty to represent both School and Parish activities. Due to this, School Oriented Groups will have priority over outside groups. Additionally, as some School Oriented Groups do not need a regular date, it may be necessary to cancel the reservation of an outside group for a particular date to accommodate one of these functions.
- Permits will **not** be available during: Statutory Holidays, designated P.A. days, Board scheduled shutdown periods, two weeks prior to school closing in June, two weeks prior to school opening in September, the first two weeks of September, March Break and Christmas Break.

Insurance

- The Board requires proof of insurance before any permit will be issued. If proof of insurance has not been provided at the time of processing, the additional cost will be included on the permit application (Permit holders are responsible for retaining permits and insurance information. Duplicate copies will only be provided for an administrative fee).
- Coverage in a minimum amount of \$2,000,000.00 is required and the Board shall be named as an additional insured.
- Cross-liability clause protecting the Board against claims by the users as if the Board were separately insured, and protecting the users against claims by the Board as if the users were separately insured.
- Where there is ongoing continuous use, the insurance will contain a clause that it will not be cancelled or changed without the Board first having received no less than 30 days written notice of such cancellation or change.

Supervision

- Any school approved event shall be supervised by school staff and/or parental groups.
- Youth dances sponsored by the school or school-related groups must be provided with teacher/parental or other adult supervision.
- Minors must be supervised at all times and must not enter the school prior to the arrival of the leader and/or instructor.
- All outer doors must remain closed at all times and cannot be propped open for any reason.
- Trash must be disposed of in proper garbage receptacles. School property and facilities must not be disturbed in any way.
- Any damage to school property or facilities shall be reported to the Permits Officer by (1) custodian if on duty; (2) group leader when no Board employee is present, or (3) principal on his/her daily inspection of the premises on the next school day.
- In consideration of the issuance of a permit by the Board to the applicant, the applicant hereby agrees, as a condition to the issuance of such permit, to indemnify and save harmless the Board, its directors, trustees, members, officers, employees, agents, successors and assigns from and against any and all claims, demands, liabilities, losses, costs, damages, actions and causes of action including, without limitation personal injury and death, by whomsoever made, sustained, brought or prosecuted in any manner resulting from any person or property of such person being on Board premises as a result of the issuance of a permit hereunder.

Equipment

- No school equipment of any kind will be made available to any group without prior consent of the Permit Officer.
- **Only Board employees**, may adjust, move or operate any equipment on the premises such as but not limited to: thermostats, fans, public address systems, special stage lighting, lifts, etc.
- The Board shall not store equipment or supplies owned by outside groups. It must be noted that the Board and/or School shall not be held liable for damages or the loss of any non-Board equipment or supplies.

Activities Not Approved By Dufferin-Peel Catholic District School Board

- Any activity that may be incompatible with the mandate of the Board, which may violate its: Catholic values, the canons of good morals, manners, taste, or may be potentially injurious to the building, grounds and equipment.
- Any form of gambling which is contrary to Municipal, Provincial or Federal laws.
- **Any activity which is in direct competition with private enterprise in the community.**
- All Board facilities are in compliance with **Regulation 6.70.1 Smoke-Free Environment** - which prohibits smoking in Board buildings, Board vehicles or on Board property. Any public group that contravenes the policy of a Smoke-Free Environment will have their School Use Permit rescinded.

I have read and understood all Rules and Regulations listed above and agree to abide by them.

Signature of Applicant: _____

Date of Application: _____