



**Strait Regional Centre for Education
Application and Permit for Use of Regional Centre Facilities**

All users shall comply with policies on the Use of School Facilities
Policies VI-A-1, VI-A-2, VI-A-3, VI-A-4, VI-A5, VI-A-6, VI-A-7, VI-A-8, VI-A-9 are available for
review online at www.srce.ca

Application	
Applicant: _____	
Mailing Address: _____	
Sponsor: <input type="checkbox"/> Continuing (Adult) Education <input type="checkbox"/> Municipal Recreation <input type="checkbox"/> Other _____	
Name of School to be Used: _____	
Purpose of Event: _____	
Part of Facility Required: <input type="checkbox"/> Classroom(s): How many? _____ <input type="checkbox"/> Gymnasium Other (Please identify) _____	
School Equipment Required: _____	
Date(s) of School Use: _____	
Duration: From _____ a.m./p.m. To _____ a.m./p.m.	
Duration: From _____ a.m./p.m. To _____ a.m./p.m.	
Contact Person: _____ Telephone: _____ Fax: _____	
Email: _____	
_____ Date	_____ Signature of Applicant/Authorized

To be completed by the Manager of Facilities Maintenance if, in the opinion of the Principal, additional costs are involved. Rental Fee (provide additional calculations on reverse, if necessary)	
Rental Fee: _____	Janitorial: _____ Other: _____ Total: _____
Rental amount will be determined by the Manager of Facilities in accordance with Regional Centre Policy, and the applicant will be advised accordingly. A cheque payable to the "Strait Regional Centre for Education" for the costs determined must be forwarded to the School Principal.	
_____ Date	_____ Signature of Manager of Facilities Maintenance

<u>PERMIT</u>	
_____ Date	_____ Signature of Principal
Amount of Fee Received: \$ _____	

**Distribute copies to: Applicant, Principal, Head Janitor
Permits which involve a fee must also be copied to:
the Manager of Facilities Maintenance and the Manager of Finance.**

School User Agreement

This agreement is subject to the following conditions, which are agreed to by the APPLICANT:

1. Acknowledged bookings will not be confirmed until all forms (application and user agreement) are received and all applicable fees paid (unless other arrangements have been made).
2. To pay all fees in advance. All fees are payable to the Antigonish County Recreation.
3. Acknowledges janitorial charges will be applied if an event is scheduled outside normal janitorial hours or if the event causes extra work for the janitorial staff. Users paying janitorial fees in advance may receive an additional invoice after the event if the actual hours worked by janitorial staff exceed those in the original estimate, janitorial fees are \$18.00/hour. Minimum two (2) hour call-in on weekends.
4. Agrees to return the premises back to the general conditions of cleanliness and repair in which it was found. Specifically, it is expected that all refuse will be placed in garbage bags or receptacles, kitchen counter tops, sinks, and appliances will be left clean, and tables, chairs and equipment will be repositioned as found or as otherwise directed by the Community Education Coordinator (CEC).
5. Acknowledges equipment is not included in the rental agreement unless agreed upon by a qualified school board employee and specified in the application form. Acknowledge proof of competency and/or certification is required to use specialized equipment, especially in the case of computers, audio/video equipment, sewing machines, wood working tools/equipment, ladders, staging, etc. Broken/faulty equipment will be reported to the CEC, Gym equipment (excluding nets) is not available for loan.
6. To abide by all the safety regulations as mandated by Worker's Compensation and the Department of Labour.
7. To supervise and control all persons in attendance at the function and restrict such persons to the area booked. For gym users, only coaches may enter the equipment room.
8. To prohibit the use of cigarettes, drugs, unlicensed liquor on school property and prohibit the use of street shoes, and consumption of food or beverages in the gymnasium.
9. Ensure the group only uses the facility during the time booked including leaving the facility on or before the end of the scheduled time. Agrees to inform the CEC immediately when they are not able to use the time booked on any given date.
10. Acknowledges that the CEC may in rare circumstances cancel the booked event if the facility is required by the school for parent-teacher meetings, in-service days, other school functions or tournaments.
11. Acknowledge that the facility will not be available in the event that school is cancelled due to a storm or power outage. If school is cancelled throughout the day, the evening activities will also be cancelled.
12. To abide by the room capacities specified.
13. Not to contravene any statues of regulations of the Province of Nova Scotia, the Dominion of the Canada, or any By-Laws of Antigonish.

I/We the lessee, agree to indemnity and hold the Strait Regional School Board, and the Municipality of the County of Antigonish, or any of their officers, directors, employees or agents including volunteers free and harmless from any suit, legal action, costs and expenses of any sort of description arising as a result of using said premises at any time for the described event.

Signed: _____

Dated: _____