

# Administrative Procedure Form

## APF-9030.1

### Application and Authorization for Facility or Grounds Use

Upon authorization of the appropriate representative of Prairie Valley School Division and subject to compliance with AP-9030 and all other policies, regulations, procedures, fees and charges established by Prairie Valley School Division the applicant named below is granted permission to use the school space, facility or grounds and/or equipment set forth below.

The duration of use is restricted to the time(s) shown on this permit, and the school must be vacated at the expiration of the time shown.

Unless other arrangements have been made it is the responsibility of the user to return the space, facility and/or equipment to the condition found at the time of use.

School	Principal
Applicant	Group or Club
Address	
Home Phone	Fax
Email	
Type of Event	
Name of person responsible for supervision of the event	
<p>The group, _____, hereby releases and saves harmless the School Division from all liability that may arise in respect of any injury to any person who uses the space and equipment. The group agrees to indemnify the School Division for any claims, action, damages that may arise in respect to the use of the equipment by the group.</p> <p>I, _____, agree to the above terms and conditions on behalf of the group.</p> <p style="text-align: right;">Signed _____</p>	
<p>Approved on behalf of the School Division this ____ day of _____, 20__.</p> <p>Signed by Principal or Vice-Principal _____</p>	
Proof of liability insurance <b>MUST</b> be attached unless group renting is a provincial or federal ministry.	<input type="radio"/> School confirms insurance is attached Initial

Date of Event	Space or Area Required	Start Time	End Time	Rental Fees			Caretaking Fee (\$25/hr)	Damage Deposit Amount (if required)
				Classroom \$25/use	Open Fee (\$25)	Close Fee (\$25)		
				Home Ec. or other \$50/use				
				Gym – small \$25/hr (\$125 max)				
				Gym – large \$40/hr (\$250 max)				
<b>Subtotal Fees</b>								

**TOTAL FEES enclosed** \$\_\_\_\_\_ (cheques payable to Prairie Valley School Division)

- 3 copies required:**
- Original to applicant
  - Copy 2 to principal
  - Copy 3 to Prairie Valley facilities

\_\_\_\_\_  
Signed on behalf of the user group

\_\_\_\_\_  
Date (MM/DD/YY)

\_\_\_\_\_  
Signed by the school on behalf of Prairie Valley

\_\_\_\_\_  
Date (MM/DD/YY)