



**COMMUNITY USE OF DIVISION FACILITIES  
APPLICATION FOR USE OF FACILITIES**

Date of Request \_\_\_\_\_

Applicant or Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone (Home) \_\_\_\_\_ Phone (Work) \_\_\_\_\_

Facility Requested \_\_\_\_\_

Purpose \_\_\_\_\_

Date of Activity \_\_\_\_\_ Time of Activity \_\_\_\_\_

Expected Number of Participants \_\_\_\_\_

Equipment Required \_\_\_\_\_

Deposit for Equipment \_\_\_\_\_ Amount Received \_\_\_\_\_

Date to Return Equipment \_\_\_\_\_ Date Returned \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Approvals:**

School Committee \_\_\_\_\_ Date \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_

Charge (if any) \$ _____	Deposit Received (Amount) \$ _____	Date _____
Final Payment Received \$ _____	Date _____	

(To appear on reverse side of Exhibit D.2.C-EX-1)

**COMMUNITY USE OF DIVISION FACILITIES**

1. The use of Division facilities is governed by Frontier School Division Policy D.2.C and Regulation D.2.C-R.
2. Use of facilities shall be approved by the school committee and the Principal who reserve the right to cancel an application at any time.
3. The applicant is responsible for the property, equipment and the group's behaviour.
4. The applicant is liable for any damages to facilities and equipment.
5. The use of facilities shall terminate and the facilities shall be vacated at the agreed upon time. The applicant shall check all building doors to ensure they are locked and return the keys to the designated person at the designated time.
6. Facilities
  - a. Rooms are to be left as they were found. If furniture is moved, it should be returned to its original position.
  - b. If the caretakers have already cleaned the room, the user group must clean it to be ready for use the next day.
  - c. Any damage must be reported to the Principal.
  - d. Room supplies and equipment are not to be used.
7. Street shoes and dark soled shoes or runners may not be worn in the gymnasium for sports activities.
8. Equipment room keys shall not be issued. If the user has received prior approval to use a piece of equipment, it will be made accessible.
9. School facilities are smoke-free.
10. Users shall abide by all policies and regulations of Frontier School Division.

Adopted September 1, 2009		
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