



SEVEN OAKS
SCHOOL DIVISION
community begins here

SEVEN OAKS SCHOOL DIVISION
Maintenance/Transportation/Custodial Service Centre
2536 McPhillips Street Winnipeg, MB R2V 4J8
Telephone: (204) 338-7991 Fax: (204) 334-6889

APPLICATION TO USE SCHOOL FACILITIES

GROUP REQUIREMENTS

School Requested: _____ Alternate: _____

Purpose of Program: _____

Gym Change Rooms Gym Mats Gym Equipment Other _____

Classroom (Room#) _____ (complete Equipment Booking form for chairs/tables, etc.)

Date: _____ to _____ Time: _____ to _____ Day: S M T W T F S

Date: _____ to _____ Time: _____ to _____ Day: S M T W T F S

Date: _____ to _____ Time: _____ to _____ Day: S M T W T F S

GROUP INFORMATION

Organization/Group: _____ ("Renter")

Main Contact Person: _____ Email: _____

Home phone #: _____ Cell #: _____ Fax #: _____

Mailing address: _____

No. of Participants: _____ No. of Supervisors: _____ No. of Participants from Division: _____

In the event of an emergency or cancellation, indicate name and phone number if different from above:

Name: _____ Phone Number(s): _____

INDEMNIFICATION OF THE SEVEN OAKS SCHOOL DIVISION

Except to the extent that personal injury, death, or damage to property is caused by the negligence of the School Division or another person for whose negligence the Seven Oaks School Division is responsible in law, the "Renter" shall indemnify the Seven Oaks School Division and save it harmless from and against any and all claims, actions, damages, liability and expenses in connection with personal injury, death, or damage to property arising from any occurrence on or about the school property or the occupancy or use of the school property or occasioned wholly or in part by any act or omission of the "Renter", or by anyone permitted by the "Renter" to be on the school property. In the event that the Seven Oaks School Division is made party to litigation begun by or against the "Renter" where the Seven Oaks School Division is not at fault but only has vicarious liability, the "Renter" shall also pay all the costs, expenses and reasonable fees of a solicitor and all of his own client costs and expenses to the litigation. The "Renter" shall also pay all costs, expenses and reasonable fees of a solicitor and client costs and expenses incurred by the Seven Oaks School Division in enforcing this agreement.

- ALL FACILITIES MUST BE VACATED BY 10:00 P.M. AND LEFT NEAT AND ORDERLY.
- ALL STUDENTS GROUPS MUST BE PROPERLY SUPERVISED. PLEASE READ THE ATTACHED REGULATIONS ("RENTAL OF SCHOOL FACILITIES POLICY KG"). SIGNATURE BELOW SIGNIFIES ACCEPTANCE OF SAID REGULATIONS AND TERMS HEREIN AND HERETO ATTACHED.

Date: _____ Applicant's Signature: _____

For Office Use Only:

Administrator Signature: _____

Approved (*circle one*):

Administrator (Print Name): _____

Yes or No

RENTAL OF SCHOOL FACILITIES**(a) General Statement**

The Seven Oaks School Division maintains a policy that encourages the use of physical facilities under its control by groups and organizations that have as their objective the development of personal character and civic welfare. Buildings and facilities should be available to the public as widely as the statutes and the regular school programs will permit.

These policies are designed to provide wide community use of facilities under the control of the Board of Trustees with the necessary restrictions. Building facilities must be places where children and adults may develop desirable and responsible citizenship. The community has invested a great deal in buildings and the buildings will be available whenever the regular school programs are not adversely affected.

While the Board of Trustees has always adopted an attitude of service, it must be remembered that service does cost money and budgetary consideration must be realized. Practical economies dictate that the use and cost of community use of buildings should not be at the expense of regular school programs.

The Board of Trustees must reserve the right to deny the use of buildings for any purpose that, in its opinion, is not consistent with the best interests of the community.

(b) Regulations Governing the Use of School Facilities

1. School sponsored activities shall take precedence over any rental of school facilities.
2. Sponsoring organizations shall provide sufficient competent adult supervision. An adequate amount of supervision shall be agreed upon at the time the contract is issued. School caretakers on duty must not be used for supervisory purposes.
3. No smoking is permitted on school division property.
4. Except by special permission of the Board, alcoholic beverages, gambling, bingo, or other games of chance are prohibited in Seven Oaks School Division buildings.
5. Use of materials on floors, walls or other parts of the building is prohibited without specific approval of the Maintenance/Custodial Department.
6. Electrical equipment may not be used without specific approval of the

Maintenance/Custodial Department. Application for such approval shall be made at the time of submitting application for rental.

7. Fire and safety codes shall be followed at all times, and any decorations used shall meet the approval of the school principal and the Director of Operations.
8. When admission charges are to be collected or when admission tax is to be paid, the organization using the facilities shall assume all responsibility.
9. All advertising except that incidental to the program, and all sales of merchandise, printed matter, or other materials are forbidden on school premises in connection with any meeting except with the approval of the Maintenance/Custodial Department.
10. No facilities shall be rented past 10:00 p.m. without special approval of the Secretary-Treasurer's Department or the Board.
11. Applicants shall supply and pay for any special supervision needed, i.e., security guards, parking supervision, etc., as determined by the Maintenance/Custodial Department.
12. Permits are not transferable. Rental fees and service charges shall be determined in advance. Reservations shall be cancelled at least 24 hours in advance or charge shall be made.
13. Arrangements for seating or any other special facilities or equipment shall be made at the time rental permit is issued. Extra compensation shall be paid to cover charges for supervision, transferring equipment, setting up equipment already in the building, etc.
14. When large public functions are held in any division facilities by other organizations, the Division shall employ whatever custodial and supervisory personnel are deemed necessary by the principal and the Maintenance/Custodial Department, to insure satisfactory use. The cost of service of this additional help shall be charged to the organization over and above its basic rental rate.

RENTAL OF SCHOOL FACILITIES

(b) Regulations Governing the Use of School Facilities (Cont'd.)

15. The Maintenance/Custodial Department reserves the right to reject any applications but upon doing so must advise the party concerned of its right to appeal this decision to the Board.
16. The cost of any damages to Division property occurring during a school rental shall be assessed against the organization renting the facility.
17. Activities shall not interfere or otherwise disrupt the normal instructional programs or practice schedules.
18. Applications for gymnasium use will only be accepted from organizations and other similar groups based upon individual requests.

(c) How to Make Application for Use of School Facilities

1. All applications must be made in writing. Forms may be obtained from the Maintenance/Transportation/Custodial Services Facility at 2536 McPhillips Street, or a written request, including full details as to facilities and services required, date, time and number of persons expected, should be submitted.

Application deadlines will be observed as follows:

All application for Regular (Weekly October to June) must be submitted not less than four weeks prior to the expected start date.

All applications must be submitted before August 1st.

Occasional Use: Other than requests involving the serving of any alcoholic beverages: Not less than two weeks prior to the event.

Sports Events: Not less than one month prior to event.

Requests involving the serving of any alcoholic beverages: Must be made by formal letter of application and must then be approved by the Board.

RENTAL OF SCHOOL FACILITIES

(c) How to Make Application for Use of School Facilities (Cont'd.)

1. Renewals: Groups currently using school facilities on a regular basis must renew applications and make any changes required as soon as the current permit expires.

Unless special permission is granted by the Maintenance/Custodial Department all regular activities, with the exception of the Churches, Nurseries, and the Before and After School programs, shall not begin until the first week of school in October and shall suspend activities during the Christmas and Spring Breaks.

2. All permits for rental of school facilities shall be coordinated through the Maintenance/Transportation/Custodial Department who will obtain approval from the school principal.
3. The Maintenance/Custodial Department will notify the appropriate custodial staff and the building principal who will notify teaching staff affected i.e.) the physical education or music departments.
4. A rental permit must be issued before any organization or group can use school facilities.

(d) Definition of Organizations and Rates

The Board shall periodically review and approve facility rental rates for the following rental categories.

CATEGORY

- A. Local service organizations such as community centres, community youth groups, etc., sponsoring events for the benefit of and open to people within the school divisions, e.g. Scouts, Beavers, Guides, Brownies, and the City of Winnipeg Parks and Recreation Department.

1. where a custodian or other appropriate Division employee is on regular duty - no charge.

RENTAL OF SCHOOL FACILITIES

(d) Definition of Organizations and Rates (Cont'd)

CATEGORY

- A. 2. where no custodian is on regular duty

- a) weekdays -- overtime rental rate as per Regulation KG/R.
 - b) Saturday, Sunday and holidays -- double time rental rate as per Regulation KG/R.
- B. Non profit organizations e.g., gymnastic clubs, community use groups, sports agencies, private recreation groups and church groups with local organizations given first preference;
- 1. where custodian or other appropriate Division employee is on regular duty standard rental rate as per Regulation KG/R.
 - 2. where no custodian is on regular duty:
 - a) weekdays -- overtime rental rate as per Regulation KG/R.
 - b) Saturday, Sunday, and holidays -- double time rental rate as per Regulation KG/R.
- C. Private individuals, organizations and businesses charging fees for their service and making profits, political and business meetings.
- 1. weekdays -- straight rental rate as per Regulation KG/R.
 - 2. Saturday, Sunday, and holidays -- double time rental rate as per Regulation KG/R.
- D. Non profit organizations that rent facilities on a yearly basis on Saturdays or Sundays e.g., gymnastic clubs and church groups.
- 1. Saturday and Sunday from 9:00 a.m. to 3:00 p.m. — standard weekend rental rate.
 - 2. Saturday and Sunday from 3:00 p.m. to 10:00 p.m. — double time rental rate.

RENTAL OF SCHOOL FACILITIES REGULATIONS

RENTAL RATES

Effective July 1, 2010, the following hourly rental rates will be charged:

Standard Rental Rate	\$ 17.51 + GST
Straight Rental Rate	\$ 28.84 + GST
Overtime Rental Rate	\$ 45.32 + GST
Double Time Rental Rate	\$ 56.65 + GST
Standard Weekend Rental Rate for yearly use of facilities on Saturdays and Sundays from 9:00 a.m. to 3:00 p.m. where no custodial coverage is required	\$ 41.20 + GST

EQUIPMENT RENTALS

TABLES

10 – 15	\$ 90.00 + GST
16 – 25	\$100.00 + GST
26 – 40	\$110.00 + GST
41 – 60	\$120.00 + GST
>61	\$130.00 + GST

CHAIRS

100 or less	\$ 76.00 + GST
101 – 300	\$150.00 + GST
301 – 500	\$300.00 + GST
501 – 700	\$350.00 + GST
701 – 900	\$400.00 + GST
>901	\$500.00 + GST

EQUIPMENT RENTALS (con't)

STAGE PLATFORMS – (4 x 8 ft) 8 inch, 16 inch or 24 inch height

1 – 10	platforms	\$100.00 + GST
11 – 20	platforms	\$200.00 + GST

CHORAL RISERS

5 Sections, for choirs, approximately 6' x 8' – \$85.00 + GST.

PODIUM \$30.00 + GST