



**SEVEN OAKS SCHOOL DIVISION**  
**Maintenance/Transportation/Custodial Service Centre**  
**1985 Grassmere Road, West St. Paul, MB R4A 6A3**  
**Telephone: (204) 338-7991 Fax: (204) 334-6889**

**APPLICATION TO USE SCHOOL FACILITIES**

**GROUP REQUIREMENTS**

School Requested: \_\_\_\_\_ Alternate: \_\_\_\_\_

Purpose of Program: \_\_\_\_\_

Gym (\*\* see below)  Classroom (Room #) \_\_\_\_\_  Other \_\_\_\_\_

Garden City Collegiate (Commons Gym)  Maples Collegiate (Maples Gym)

Garden City Collegiate (East Gym)  Maples Collegiate (Ken Seaford Gym)

**\*\* Garden City Collegiate or Maples Collegiate requests only, please indicate gym(s) requested.**

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: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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): \_\_\_\_\_

Insurance Provided  Insurance Required  Not Applicable

**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.
- THE PERMIT HOLDER, ORGANIZER, OR OTHER DESIGNATED PERSON NAMED BY THE PERMIT HOLDER IS RESPONSIBLE FOR ENSURING ALL RELEVANT PUBLIC HEALTH GUIDELINES ARE ADHEARED TO AT ALL TIMES. THIS INCLUDES VERIFICATION OF VACCINATION STATUS. FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL RESULT IN PERMIT PRIVILEGES BEING REVOKED.
- 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