

**STRAIT REGIONAL SCHOOL BOARD
APPLICATION AND PERMIT FOR USE OF SCHOOL BOARD FACILITIES**

All users shall comply with Board policies on the Use of School Facilities. Policies VI-A-1, VI-A-2, VI-A-3, VI-A-4, VI-A-5, VI-A-6, VI-A-7, VI-A-8, VI-A-9 are available for review online at www.srsb.ca.

<u>APPLICATION</u>		
APPLICANT: _____		
MAILING ADDRESS: _____		
SPONSOR: • Continuing (Adult) Education • Municipal Recreation • Other _____		
NAME OF SCHOOL TO BE USED: _____		
PURPOSE OF EVENT: _____		
PART OF FACILITY REQUIRED: • Classroom(s): How many? _____ • Gymnasium • Other (Please identify) _____		
SCHOOL EQUIPMENT REQUIRED: _____		
DATE(S) OF SCHOOLS USE _____		
DURATION	From _____ am/pm	To _____ am/pm
CONTACT PERSON: _____ TELEPHONE _____ FAX _____		
Date _____	Signature of Applicant/Authorized Representative _____	

To be completed by the Manager of Facilities Maintenance if, in the opinion of the Principal, additional costs are involved. <u>RENTAL FEE</u> (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 Board Policy, and the applicant will be advised accordingly. A cheque payable to the STRAIT REGIONAL SCHOOL BOARD 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:
 - Manager of Facilities Maintenance and - Coordinator of Financial Services

This document was created with Win2PDF available at <http://www.daneprairie.com>.
The unregistered version of Win2PDF is for evaluation or non-commercial use only.