

Iqaluit District Education Authority
Application for use of School Facilities

GROUNDS PERMIT

Date: _____

Permission is granted to: _____

Mailing Address: _____

representing: _____

for use of _____

Activity/Purpose: _____

Date(s) Required: Time(s) Date(s) Required: Time(s)

**SMOKING OR CONSUMPTION OF ALCOHOL IS STRICTLY FORBIDDEN
WITHIN ALL SCHOOL FACILITIES OR ON SCHOOL PROPERTY**

CONDITIONS

1. This permit does not include permission to move any fixed equipment on the grounds.
2. The organization to which this permit is issued will be held responsible for any damage to grounds or buildings, including broken glass.
3. Persons taking part in or watching games/activities must not attempt to enter the school.
4. School children must not be excluded from the grounds.
5. Grounds are only to be used on the days and for the times and purposes specified.
6. This permit is not transferable.
7. The IDEA reserves the right to cancel this permit.
8. Permit holder responsible for clean up and removal of all garbage.
9. Maintenance fee required.

I have read and agree to the above conditions.

I HEREBY ACCEPT RESPONSIBILITY FOR ANY LOSS OR DAMAGE RESULTING FROM THE USE OF SCHOOL FACILITIES AND/OR EQUIPMENT FOR THIS PROGRAM

Signature of Contact Person _____

Approved by: _____

Principal

Date:

Approved by: _____

IDEA Administrator

Date:

Iqaluit District Education Authority

Application for use of School Facilities

CONDITIONS OF USING THE SCHOOL OR SCHOOL GROUNDS

1. The building is to be used only on the date or dates and hours, and for the purpose specified.
2. The building must be vacated by time shown on the permit.
3. Individuals from the organizations and/or groups using the facility shall be confined to the areas booked.
4. If a program requires the use of more than one room the user group holding the permit must provide one adult supervisor for each room in use.
5. The members of any user group, or spectators, while in a school must be under the supervision of a trustworthy adult (21 years of age or older) who will personally be responsible to the Principal for the conditions of using the school. The name(s) of the supervising adult(s) must be entered upon the application for permit.
6. Adequate adult (21 years of age or older) supervision is required at all times for youth groups.
7. No School Equipment of any kind can be used without permission (indicated on this permit).
8. When users are responsible for opening and/or closing facilities, the responsible adult will ensure that doors are kept locked at all times during use, that activities are conducted only in the permitted areas and that all doors are locked on departure.
9. No school kitchen and/or office supplies are to be used by any organization using a school. The organization will be expected to supply their own inventory of supplies for the kitchen and a fee will be charged for replacement of all school items used or lost. If an organization requires the use of office equipment, a list of local supplier locations and phone numbers shall be provided.
10. In accordance with general fire regulations, all aisles, halls, stairways, passageways and lobbies shall be kept free from obstructions of any kind.
11. No person shall be allowed to sit, stand or loiter in any aisles, stairways, passageways or lobbies.
12. The facility, equipment and furnishings shall be left in a clean and orderly fashion, in the condition it was in prior to use, and in its customary place. Garbage created by users must be collected and removed.
13. All exit lights inside and outside the gym shall be left on and shall not be covered by decorations or tampered with in any way.
14. The user group is responsible for returning all school equipment used to its customary place and removing from the school premises all equipment and materials belonging to the organization.
15. The supervising adult or designate is responsible for clearing all members of the user group out of the school before vacating, and securing doors. User group members are responsible for cleaning up all garbage made during the use of the school.
16. The User Group accepts full responsibility for any damage caused to the facilities or equipment during their period of use.
17. Caretaking and/or Operations and Maintenance fees will be collected in cases where deemed necessary by the Principal.
18. The User Group will be responsible for any costs incurred should the security system be set off by a false alarm. If the alarm system is triggered, a security call out fee will be levied.
19. No pianos or other large equipment shall be brought into the building and no structure should be erected or placed on school property without permission from the Principal (indicated on this permit).
20. Appropriate footwear must be worn in gymnasiums or auditoriums for gymnastics or sport activities. No outdoor shoes may be worn in the gym.
21. The application of powder, wax, or any other preparation to gymnasium or auditorium floors is prohibited.
22. No matches, candles or any naked light may be lit in the building.
23. Organizations granted continued use of schools must give one week's notice in writing to the IDEA before canceling. The Principal and/or IDEA reserve the right to discontinue any permit.
24. No User Group shall offer and no employee of the School or IDEA shall accept any form of gratuity in connection with the use of the school or school grounds.

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