



# REGINA PUBLIC SCHOOL FACILITIES

Central Scheduling Office, P.O. Box 1790, Regina, SK, S4P 3C8  
 1717 Elphinstone Street  
 Phone: (306) 777-7979 Fax: (306) 777-6826  
 Email: centralscheduling@regina.ca

**Please note, a minimum of two (2) weeks is required to process applications.**

Organization: \_\_\_\_\_ Non-Profit Incorporation #: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Position with Organization: \_\_\_\_\_

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

Telephone: (Res) \_\_\_\_\_ (Bus) \_\_\_\_\_ (Cell) \_\_\_\_\_

Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

School: \_\_\_\_\_

AREA OF FACILITY	ACTIVITY	DAY OF WEEK	START TIME	END TIME	START DATE	END DATE	# OF PEOPLE

PLEASE CONTACT SCHOOL DIRECTLY REGARDING EQUIPMENT REQUESTS

Comments: \_\_\_\_\_

Will admission/registration be charged? If yes, how much? Adults \_\_\_\_\_ Students \_\_\_\_\_ Children \_\_\_\_\_

Is the Facility to be used for a profit making venture?  Yes  No

On behalf of the organization referred to above, I hereby make application, by fax, for the use of the facilities indicated above for the purposes, dates and times specified and hereby agree to comply with all "Conditions of Use" as listed on the reverse side of this application. Should the said organization be granted use of the facility requested, it is further agreed and understood that said organization and all participants shall save harmless and indemnify the Board of Education of the Regina School Division #4 of Saskatchewan and the City of Regina against any and all claims, liabilities, demands damages or rights or causes of action whatever made or asserted by anyone arising out of or incidental to this application or to the use and occupancy of the permitted premises.

**Your approved copy will be returned to you by mail.**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

FOR OFFICE USE ONLY Date Received: _____
---

## CONDITIONS OF USE

1. All applications for use of school facilities must be in writing, signed by the applicant. Applications must be received two (2) weeks prior to the commencement of the activity. The deadline for booking September – June is May 31.
2. All user groups must have a "Permit for Use of Regina School Facilities" to gain access to school facilities. **Permits must be presented in order to gain entrance to the school.**
3. Keys
  - a. A key or keys will be issued, if required, to a person assuming responsibility on behalf of the organization.
  - b. **A \$100.00 deposit will be required for each key issued and will be refunded for each key issued upon return of the key(s).**
  - c. Failure to return a key will result in an organization being responsible for all costs involved in re-keying locks and may result in loss of user privileges.
  - d. The user agrees that no duplicate keys will be made.
  - e. Keys will be available from the Board Office located at Educational Facilities Department, Regina Board of Education, 1600 4<sup>th</sup> Avenue, Regina. Office hours are 8:00 a.m. – 11:55 a.m. and 1:00 p.m. – 4:00 p.m. Monday to Friday.
  - f. Organizations using a facility on a continuing basis will be issued a key just prior to first usage with the understanding that the key must be returned immediately following last usage or June 30, whichever occurs first.
4. Any changes to or cancellation of permitted school use by the user group requires **at least seven (7) working days notice** to avoid the prescribed facility charge. It is the responsibility of the user group to contact the school, the Regina Board of Education and Community Services Department.
5. Periodic pre-empting of permitted activities may occur due to school events.
6. The applicant shall assume all responsibility pertaining to licensing, taxation and all other obligations whatsoever arising out of the activity being conducted on school premises.
7. The user group shall conduct the activities on school premises in accordance with the laws of the Province of Saskatchewan and the City of Regina, fire, health and all other regulations related to the premises and any rules established by the Regina Board of Education.
  - a. In case of fire, call 911.
  - b. In the event that the user group is unable to secure the facility, call SRG Security 1-866-512-8388.
8. The user group shall have a responsible adult or group of adults in charge and in attendance at every activity, who shall assume full responsibility of the orderly conduct of the activity. The responsible person shall arrive at the school in sufficient time to arrange for access to the facilities and take charge of the activity participants and **must be over 18 years of age.**
9. The user group may not enter the school before or stay later than the times indicated on the permit. No activity shall extend beyond 12:00 midnight, unless special written permission is first obtained from the Regina Board of Education. The user group shall be confined to the area(s) noted on the permit.
10. Any and all damages arising out of any activity shall be the sole responsibility of the applicant, who shall assume all costs associated with the incident as may be determined by the Board of Education. Any such damages shall be reported by the responsible person to the Principal on the first business day following the use.
11. The user group will not sublet or part with possession of the permitted premises or assign or transfer any right, title or interest in the application and/or permit, in whole or in part.
12. Prior permission must be obtained to move any heavy equipment onto the premises of the Regina Board of Education.
13. Only equipment indicated on permit shall be available for use by user group (nets and standards only, when requested, will be provided by the Board).
14. Only regulation indoor equipment and footwear, as approved by the Regina Board of Education, shall be allowed in school gymnasiums.
15. Only calisthenics will be permitted for softball, soccer, football and other similar activities.
16. The user group hereby agrees and obligates itself to save harmless and indemnify the Regina Board of Education and the City of Regina against any and all claims, liabilities, demands, damages or rights or causes of action whatever, made or asserted by anyone arising out of or incidental to the application or to the use and occupancy of the permitted premises. **Please note:** Insurance carried by the Regina Board of Education does not cover user groups. In the event the Board of Education sustains any loss or damage for which the user group is responsible, the Board's insurers may claim reimbursement from the user group. Accordingly, it is **required** for the user group to purchase liability insurance covering the permitted activities.
17. Smoking shall **NOT BE ALLOWED** on Regina Board of Education premises at any time.
18. Alcoholic beverages shall not be allowed on Regina Board of Education premises at any time.
19. These conditions do not exclude any additional rules or procedures that may be established by the principal of each school.
20. There shall be no vehicular traffic or parking on school grounds except where specifically provided.
21. The Regina Board of Education reserves the right to cancel any permit at any time and to refuse the use of its facilities for any reason it may deem sufficient.