



**KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD  
COMMUNITY USE OF SCHOOL FACILITIES  
APPLICATION FORM**

<p>Please complete this form, and carefully review the rules and regulations prior to submitting. All applications must be received at least 14 days prior to the date(s) requested. Your request will be reviewed promptly and you will receive an email with either additional questions, or an approved booking within three (3) business days of your submission. Email to: <a href="mailto:Rentals@kprdsb.ca">Rentals@kprdsb.ca</a> or Fax to: Rentals Department (705) 760-8656.</p>							
Name of Organization							
Contact Person:				Not for Profit Number # : (if applicable)			
Contact E-mail address:						Fax #:	
Full Mailing Address:						Postal Code:	
Daytime Telephone #:				Evening or Cell Telephone #:			
Purpose of Rental: (Please be specific)				Registration Costs for Participants:			
Participants Information: Male ____ Female ____ Both ____				Number of Participants:			
Age of Participants: YOUTH 0 – 6 yrs ____ 7 – 12 yrs ____ 13 – 18 yrs ____ . ADULT: 19 – 24 yr ____ 25 – 64 yrs ____ 65+ yrs ____ (multiple age groups may apply)							
Date(s) of Event:							
Time of Event(s):	From:	To:			Additional Time for Set up and/or cleaning may be added to permit if applicable.		
School Location Requested:							
Facilities Requested:							
<input type="checkbox"/>	Single Gym	<input type="checkbox"/>	Cafeteria	<input type="checkbox"/>	Library	<input type="checkbox"/>	Sports Field
<input type="checkbox"/>	Double Gym	<input type="checkbox"/>	Classroom	<input type="checkbox"/>	Auditorium	<input type="checkbox"/>	Other (Please Specify)
Set Up Requirements:							
Equipment Requested:				Equipment is not guaranteed. Requests will be forwarded to the School and provided if available.			
Proof of Liability Insurance	YES <i>(Please Attach Certificate)</i>	NO		(If no, insurance must be purchased through the Board.)			
The Board requires proof of liability insurance with the Board named on the certificate as an additional insured for a minimum of \$2,000,000. Cost of insurance will be added to your contract if proof of insurance is not provided at time of processing application.							
<b>I hereby declare that I/we will abide by Board Policy, Rules and Regulations with respect to Community Use of School Facilities. I have authority to bind the organization/association named above.</b>							
Signature of Applicant: <i>(typing in your name is considered your signature)</i>					Date of Application:		
<b>Insurance fees, when applicable, are payable upon receipt of Contract. Fees for seasonal rentals are payable at each month end following use. For one-time bookings, full fees are payable upon receipt of Contract.</b>							
Upon receipt of this application the Rentals Department will contact the applicant by email to confirm the availability of school and facilities requested. Upon confirmation of availability of the site and facilities requested or, if necessary an alternate location, a contract will be issued to the applicant. Personal Information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for use of school facilities. questions related to this collection should be directed to the Rentals Department.							