

Rental Application Form - Use of Premises

Annex "B"

Western Québec School Board

15 Katimavik Gatineau (Quebec) J9J 6K1 (819) 684-2336



Organization:

Name: _____

Address: _____

Telephone: _____

Non Profit Organization (check)

Person Responsible (Applicant):

Name: _____

Address: _____

Telephone: _____

Rental:

Space Requested: _____

Activity: _____

Day (s): _____

Time: (start time to end time) _____

Rental:

Number of People: _____

Frequency: _____

Equipment Required: _____

School to be Used: Wakefield Elementary School

Cost of Entry, Registration or Other:

Other Information:

Without Liquor With Liquor (see item #3 of regulations)

It is understood by the applicant that the use of facilities agreement may be modified by the school board should the facilities be required for school board sponsored activities.

Signature of applicant: _____

Suggested Cost: _____

- a) \$400.00 (gym function between 8:00 –18:00 hours)
- b) \$400.00 (gym function between 18:00 –24:00 hours)
- c) \$35.00 per/hour + custodian charge if required
- d) \$5.00 per/hour/ per /person (gymnasium / cafeteria)
- e) \$40.00 per/use for classroom
- f) \$5.00 /sq./ft – all other space
- g) Additional Costs

\$
\$
\$
\$
\$
\$
\$
\$
Sub-Total: \$
GST (5%): \$
QST (9.5%): \$
Sub-Total: \$
\$
\$
\$
\$

Sub-Total: \$
GST (5%): \$
QST (9.5%): \$
Sub-Total: \$

(** *-1-21100-954)

(** *-1-03490-081)

(100-1-63000-985)

- h) Damage Deposit - \$200.00 (if required)
- i) Custodian Cost (including all related costs)

Total Cost (to be paid by organization)

- j) K) INTERNAL-USE ONLY : Capital / maintenance cost 5.00\$ x hours

Signature of Principal: _____

Governing Board Resolution No.: _____

In general the Schools are for the use of the educational community. In the evening the schools are available for community without displacement of school activities held in the evening (e.g., parent interviews) will always have precedence.

Regulations Governing Use Of School Facilities And/Or Equipment

1. There is to be a responsible adult supervisor at all times.
2. All facilities and equipment utilized are to be returned to the original condition prior to the opening of school the next day.
3. There is to be no alcohol on the premises or on the school grounds unless approval has been granted by the Régie and the School Board to serve alcoholic beverages at social functions. A copy of the permit duly authorized is to be deposited with the School Board five (5) days prior to the day on which the authorized function is to be held.
4. For all functions, a fire check during the evening is to be carried out by the custodian or the individual designated by the School Board responsible for the function and again prior to vacating the building.
5. Deposits and applications must be in the office of the Principal 7 days prior to the date on which the functions is to be held.
6. ALL BUILDINGS UNDER THE JURISDICTION OF THE WESTERN QUEBEC SCHOOL ARE SMOKE FREE. Smoking must be done outside of school property

Signature of Director of Buildings and Equipment: _____