



# Pre-Cam Community School

Bag Service #7400 / 600 Boardman Street  
La Ronge, SK S0J 1L0  
Phone: (306)425-2226  
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Email: precam@nlsd113.ca  
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## NLSD #113 COMMUNITY USE OF SCHOOL FACILITIES REQUEST FORM

*(Please complete this form in full and return to the school)*

Date of Application: \_\_\_\_\_ Group/User: \_\_\_\_\_

Program/Activity/Event: \_\_\_\_\_ Total # Attending/Registered: \_\_\_\_\_

Contact Name(s): \_\_\_\_\_ Tel: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

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

Start date: \_\_\_\_\_ Finish date: \_\_\_\_\_

Time(s): (Must include set-up and clean-up time): Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_  
(am/pm) (am/pm)

Frequency: \_\_\_ one time \_\_\_ weekly \_\_\_ monthly \_\_\_ other

If ongoing, what day(s) of the week you plan to run (please circle all that apply): M / T / W / T / F / S / S

Room(s) Requested: \_\_\_ Gym \_\_\_ Kitchen Serverly \_\_\_\_\_ Other

Any equipment requests? \_\_\_\_\_ If yes, what equipment is requested? (Equipment requests may be refused)

Person(s) responsible for opening/closing facility (if applicable): \_\_\_\_\_

\*\*\* Please note: Only person(s) listed above are responsible to open and close school facility!! \*\*\*

This is a \_\_\_ profit/ \_\_\_ non-profit activity. (Payment due in full upon receipt of signed contract.)

Rental Rates: (All fees are set and/or approved by the SCC) AND (Make all cheques payable to Pre-Cam Community School)

Profit groups: \$20.00/hour for \_\_\_ hours = \$\_\_\_\_.00

Non-profit groups: \$70 damage deposit to be returned to user if no damages or clean up occur

**Prior to start of program/event:**

Request Approved by: \_\_\_\_\_  
School Principal Janitorial Staff SCC rep/staff member

Date of approval: \_\_\_\_\_ Deposit/Fee received: \_\_\_\_\_ Cash / Cheque / Waived

**After completion of program/event:**

Additional clean up required: \_\_\_\_\_ Any damages: \_\_\_\_\_ Additional charges: \_\_\_\_\_

If no damages or additional charges was deposit returned to user: \_\_\_\_\_



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### NLSD #113 COMMUNITY USE OF SCHOOL FACILITIES GUIDELINES

**Northern Lights School Division # 113 encourages the use of school facilities for community recreational, cultural or community activities. Responsible use of these facilities will ensure their continued enjoyment by the community.**

**The following guidelines will ensure appropriate use and care of the school facilities:**

- All requests for facility use will be approved by the Principal (or designate) and a SCC representative.
- All fees collected for community use of the school facility will be deposited to the school fundraising account.
- The activities shall in no way interfere with in-school programs or extra-curricular programs.
- Smoking shall not be allowed on NLSD property. The stipulations of Administrative Procedure 163 – Smoking, must be followed.
- Alcohol and drugs are forbidden.
- The user(s) who have signed the rental agreement **are fully responsible for opening and closing facility and rooms requested. Adequate adult supervision of proposed activities and any damages or expenses that may be incurred are also the responsibility of the user(s).**
- The user(s) shall only use the requested areas for the proposed activities during the hours and frequency that have been approved and identified on the application and agree to clean up designated areas after use.
- The user(s) shall use the facility in a responsible manner and be responsible to the Board for all damages to the building and equipment. Facilities used by the user(s) shall be examined after use and any damages to the building and/or its equipment shall be repaired or replaced at the user(s) expense.
- Costs incurred through the improper use of fire and security alarms shall be charged to the user.
- It is the responsibility of the user to become familiar with the Fire Emergency Procedures.
- If in the view of the Superintendent of Facilities, any excessive wear or damages that occur because of activities, the Principal may terminate the School Facilities Rental Agreement for these functions, or may recommend that the Division rule in this situation.
- The user(s) shall indemnify and hold harmless the Board from any and all claims. The Board shall not be responsible for personal injury or damage, nor the loss or theft of clothing and equipment, nor damage to vehicles, of any member of the user group.

**I, \_\_\_\_\_, have read the school facility guidelines and agree to follow the expectations laid out by NLSD #113 and Pre-Cam Community School. Failure to follow these expectations will result in immediate termination of program and further facility requests will be denied.**

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User Signature

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Date