



**Strait Regional Centre for Education  
Application and Permit for Use of Regional Centre Facilities**

All users shall comply with policies on the Use of School Facilities  
Policies VI-A-1, VI-A-2, VI-A-3, VI-A-4, VI-A5, VI-A-6, VI-A-7, VI-A-8, VI-A-9 are available for  
review online at [www.srce.ca](http://www.srce.ca)

**Application**

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Sponsor:  Continuing (Adult) Education  Municipal Recreation  Other \_\_\_\_\_

Name of School to be Used: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Part of Facility Required:  Classroom(s): How many? \_\_\_\_\_  Gymnasium  
Other (Please identify) \_\_\_\_\_

School Equipment Required: \_\_\_\_\_

Date(s) of School Use: \_\_\_\_\_

Duration: From \_\_\_\_\_ a.m./p.m. To \_\_\_\_\_ a.m./p.m.

Duration: From \_\_\_\_\_ a.m./p.m. To \_\_\_\_\_ a.m./p.m.

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

\_\_\_\_\_   
Date

\_\_\_\_\_   
Signature of Applicant/Authorized

**To be completed by the Manager of Facilities Maintenance if, in the opinion of the Principal, additional costs are involved.  
Rental Fee (provide additional calculations on reverse, if necessary)**

**Rental Fee:** \_\_\_\_\_ **Janitorial:** \_\_\_\_\_ **Other:** \_\_\_\_\_ **Total:** \_\_\_\_\_

**Rental amount will be determined by the Manager of Facilities in accordance with Regional Centre Policy, and the applicant will be advised accordingly. A cheque payable to the "Strait Regional Centre for Education" for the costs determined must be forwarded to the School Principal.**

\_\_\_\_\_   
Date

\_\_\_\_\_   
Signature of Manager of Facilities Maintenance

**PERMIT**

\_\_\_\_\_   
Date

\_\_\_\_\_   
Signature of Principal

Amount of Fee Received: \$ \_\_\_\_\_

**Distribute copies to: Applicant, Principal, Head Janitor  
Permits which involve a fee must also be copied to:  
the Manager of Facilities Maintenance and the Manager of Finance.**