

<p style="text-align: center;">STRAIT REGIONAL SCHOOL BOARD <i>Excellence in Lifelong Learning</i></p> <p style="text-align: center;">POLICIES AND GUIDELINES</p>	THE SCHOOL COMMUNITY	VI-A-7
	Use of School Facilities APPLICATION PROCESS	
	Adopted:	05/07/97
Reviewed:		
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COMMUNITY USE OF SCHOOL FACILITIES

Application Process

1. Application forms for the use of school facilities are available from:

- school principals
- the office of the Coordinator of Operations
- the office of the Director of Development

2. Completed application forms are to be forwarded to the school principal, who will assess the application. If, in the principal's opinion, assessment of rental charges must be made in relation to janitorial and maintenance services, the principal will forward a copy of the application to the Coordinator of Operations for determination of charges. The Coordinator of Operations will affix the rental fee and return the form to the school principal for fee collection and the issue of a permit.

3. The principal will distribute copies of the permit to:

- the applicant
- the head custodian
- and retain a copy in the school records.

4. Permits that involve a fee will also be copied to:

- the Coordinator of Operations
- the Director of Finance and Operations (along with payment of the fee collected)

5. The Board's Director of Development is responsible for the processing of applications which:

- do not fall within the jurisdiction of a school
- which involve a number of community partners (e.g. enterprise centres)

6.. Permits may be granted for recurring use throughout the school year. All permits will be issued for a term certain and in no case shall a permit be issued for more than a twelve-month period.