

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

Application					
Applicant:					
Mailing Address:					
Sponsor: Continuing (Adult) Education			Municipal Recreation Other		Other
Name of School to be Used:					
Purpose of Event:					
Part of Facility Required:		Classroom(s): How many? Other (Please identify)			Gymnasium
School Equipment Required:					
Date(s) of School Use:					
Duration: From			a.m./p.m.	То	a.m./p.m.
Duration: From			a.m./p.m.	То	a.m./p.m.
Contact Person:			Telephone:		Fax:
Email:					
mm/dd/y Date		mm/dd/yyyy Date	Sig		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:	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.					
		Signature of Manager of Facilities Maintenance			
<u>PERMIT</u>					
					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.