

**PERMIT FOR PUBLIC USE OF PROPERTY**

PERMIT FOR PUBLIC USE OF PROPERTY—KF-E3			
This permit is issued to the undersigned applicant only and may not be transferred or sold.			
School requested:			Time:
Day of week:	Dates requested:		
Dates NOT available:			
Purpose:			Age level:
Facilities in school requested:			
Equipment in school requested:			
Organization:			Adult in charge:
Address:			Postal code:
Work phone:	Home phone:	Other:	
Comments:			
<p>The adult in charge, as designated in this permit, shall be in attendance and must have this permit with them at all times. The adult in charge must contact the maintenance department at 204.669.5660 if the school will not be used on a certain date.</p> <p>Any incidents of bullying or other violations of the Code of Conduct are to be reported to the director of maintenance.</p>			
<p>I/we have read Regulation KF-R—<i>Procedure Regarding Use and Rental of School Buildings and Facilities</i> and Exhibit KF-E1—<i>Conditions—Use and Rental of School Buildings and Facilities</i>.</p>			
Applicant signature _____		Date _____	
Permit application approved _____		Date _____	
<b>\$55 non-refundable processing fee must be attached</b>			
Facility use fee: _____		_____	
Total hours plus 1-hour cleanup: _____		_____	
GST reg. #R107897852		5% GST = _____	
		TOTAL = _____	
<b>Please quote permit number when remitting payment to River East Transcona School Division.</b>			
PERMIT # _____			
Applicant copy	Maintenance copy	School custodian copy	School principal copy
<small>Page 1 of 1   Policy KF—Use and Rental of School Buildings and Facilities (04/18/2023)</small>			

Effective Date: May 18, 2004  
 Amended Date: March 18, 2008; March 15, 2011; September 18, 2018; April 18, 2023      Review Date: May ;8, 2018  
 Board Motion(s): 335/04; 092/08; 67/11; 194/18;101/23  
 Legal/Cross Reference: KF-R Procedures Regarding Use and Rental of School Buildings and Facilities; KF-E1 – Conditions Use and Rental of School Buildings and Facilities