OUTSIDE USER POLICY:
APPLICATION FOR USE OF SCHOOL FACILITIES – PART 1

EMAIL APPLICATION TO: communityuse@ksd.mb.ca OR CALL 204-623-6421

School Division: **KELSEY SCHOOL DIVISION** School: _____

APPLICANT: _____ Name of Contact Person: _____

Email Address: _____ Postal Code: _____ Telephone: _____

Time of Use applied for: From: _____ ☐ AM ☐ PM Date: _____ To: _____ ☐ AM ☐ PM Date: _____

Particulars of Activity: _____

Number of Participants Expected: _____ Approximate age of participants ("adults" or "children"): _____

Requirements: (Facilities/equipment)

☐ Gymnasium ☐ Music room ☐ Classroom #___ ☐ Cafeteria ☐ Multi-purpose room ☐ Soccer/baseball field

☐ Other: _____

☐ Type and Quantity of Equipment, if required: _____

☐ Other terms or conditions:

_____

_____

This is to certify that (I) (My organization), while occupying said facilities, will provide and be responsible for adequate adult supervision and the security of school property and will abide by all rules and regulations as established by the school and/or **DIVISION**. I (we) agree to pay for any damages incurred to property and/or equipment and to pay rental fees as outlined. The permit holder (user group) will protect, indemnify and hold harmless the School Division and its agents from all claims for damages that may arise out of the use of buildings or grounds by the permit holder. If liability insurance premium is not indicated above, the permit holder (user group), agrees to obtain his/their own liability insurance for this event.

Dated this _____ day of _____ 20___ Signed (Contact person): _____

APPLICATION FOR USE OF SCHOOL FACILITIES – PART 2 INSURANCE

WHAT IS GENERAL LIABILITY (GL) INSURANCE?

General Liability (GL) insurance provides protection from legal action taken arising out of bodily injury to others, and/or third-party property damage. This means if someone slips, trips or gets injured during your event, your policy responds, not your personal finance

Proof or Purchase: The user group must provide proof of independent liability insurance, or opt-in to buy coverage through the designated HUB International facility user program during the application process at https://msba.instantriskcoverage.com/register

Insurance must be paid before the date of event.

OFFICE USE:

Name of Security: _____ Telephone: _____

Permit approved by (School Administrator): _____ Date Issued (d/m/yr): ___/___/___

Permit approved by (Superintendent): _____ Date Issued (d/m/yr): ___/___/___

Copy of Insurance Certificate_____ Date: _____

OUTSIDE USER POLICY:
APPLICATION FOR USE OF SCHOOL FACILITIES – PART 3

Introduction:

The purpose of this Outside User Policy/Application is to manage and reduce the risk of injury to persons using school facilities or grounds. The school Division **("DIVISION")** acknowledges that school facilities are an integral part of the community. It is to the benefit of the individual / group wishing to use school property to take all reasonable steps to reduce the risk of such injury. **DIVISION** therefore requires that you (the outside user/applicant, herein called **APPLICANT**) demonstrate to the satisfaction of **DIVISION** that there will be sufficient controls in place to follow the conditions of the permit and to prevent foreseeable harm or property damage related to activities at the event. **DIVISION** has developed this Outside User Policy in order to:

- Establish rules for the use and operation of school facilities by outside individuals and user groups.
- Promote safe, responsible use of these facilities.
- Reduce the risk of injuries/property damage and subsequent liability risk.

Even small groups holding low-risk functions such as meetings, conferences, 75th birthdays, wedding showers, hall-walkers, square dancing and similar functions may be vulnerable to lawsuits for injuries that arise out of their activities. User groups and their organizers are not covered under the school board's liability insurance, and should therefore obtain liability insurance for their activities, or confirm with their insurance broker that they are covered under their homeowners insurance policy.

Individuals or groups running organized or higher risk activities such as using the gym for sports, using the shops for projects, using athletic field(s) for sports or sponsoring an event/function where tickets are sold, involving alcohol, or where attendance exceeds 150 persons, face greater risk and should therefore ensure they have liability insurance coverage to protect themselves from lawsuits for injuries (a minimum of $2,000,000 coverage is recommended).

Various outside groups may have access to liability insurance from their parent organizations such as Sport Manitoba, Boy Scouts, Girl Guides etc. and should confirm for themselves whether such insurance exists for them. Local Recreation Commissions may have insurance that would cover the proposed activity. **An alternate source of liability insurance is available through the DIVISION.**

APPLICANTS will not be permitted use of facilities unless they accept the **Conditions** printed herein. **APPLICANT**/permit holder hereby agrees to indemnify and save **DIVISION** harmless from all claims arising from the event/function.

Conditions:

1. The building/facility will be available for use only upon presentation of this permit to the Caretaker in charge.
2. The building/facility is to be used only on the date or dates, and hours, and for the purpose specified.
3. If a program requires the use of more than one room **APPLICANT** must provide one adult supervisor for each room in use.
4. The members of any group or organization or spectators while in a school building must be under the immediate supervision and control of a competent and trustworthy adult who will undertake personally to be responsible to the Caretaker for the due observance of the requirements of the **DIVISION**. The name(s) of the supervising adults(s) must be entered on the application for permit.
5. Buildings/facilities shall not be used for private gain except if specifically approved under this permit.
6. No liquor is to be brought onto, served and/or consumed on the premises without specific approval of the Board and an occasional permit from the Manitoba Liquor Control Commission.
7. Non-alcoholic beverages and food may only be brought into the building/ facility with the permission of the supervisor and may only be served in designated areas.
8. Glass bottles or containers may not be brought into auditorium/gymnasium areas.
9. The times listed on the permit are the times in which participants can enter the building/facility and must be completely clear of the building.
10. All aisles and exits must be kept clear.
11. Aisles must be maintained as shown on auditorium seating plans.
12. Any entertainment is to be of a high moral standard.
13. Without written permission from the director of buildings/designate, no structure or apparatus should be placed upon or be erected on school property (permission indicated on this permit).
14. School Equipment, such as gymnasium mats and apparatus, cannot be used without permission (indicated on this permit).
15. **SMOKING/VAPING IS STRICTLY PROHIBITED IN ALL SCHOOL BUILDINGS.**
16. Organizations granted continued use of schools, must give one week's notice in writing before the date of discontinuance. DIVISION, however, reserves the right to discontinue any permit on short notice.
17. Permits are not transferable.
18. **APPLICANT**/permit holder will protect, indemnify and save harmless **DIVISION**, its servants or agents, of and from all claims for damages that may arise out of the use of buildings/facilities/grounds by **APPLICANT**/permit holder.
19. **APPLICANT**/permit holder shall be responsible for any loss or damage to the building or equipment resulting from use by him or any other persons whomsoever covered by the permit. A certificate by the Director of Buildings/designate shall be evidence of such loss or damage and **APPLICANT**/permit holder shall pay the amount of such loss or damage upon demand being made on him by the Secretary-Treasurer of **DIVISION**.
20. The application of powder, wax or any other preparation to gymnasium or auditorium floors for dancing purposes is prohibited.
21. Immediately following each program, the caretaker shall inspect the facilities used for evidence of damage or improper use. **APPLICANT**/permit holder should accompany the caretaker during this inspection and sign the permit checklist form.
22. Appropriate footwear (athletic shoes with white soles) must be worn in Gymnasiums for sports activities.
23. Permits are subject to all bylaws of the Municipality and regulations thereunder governing the use of public buildings in said Municipality.
24. Improper use of school property, for the use of which a permit has been granted, will result in immediate cancellation of the permit.
25. Permission to use specially equipped rooms such as Home Economics, Industrial Arts, Shops, etc. may only be granted after the Principal of the School has approved the appointment of the instructor(s) who will be in charge of such room(s).
26. No admittance charge shall be made or tickets sold in advance, or a collection of any kind taken, unless the intention to make such charges, sell such tickets, or take a collection is stated on the application for permit, and is approved.
27. Permission to use facilities in a school does not carry with it the right to use any moveable apparatus in the school. Special application must be made for the privilege. Specific use shall be shown on the permit.
28. Security guards will open doors **15 MINUTES prior to** the time stated above.
29. **48 Hour notice must be given if the event is cancelled.**

KELSEY SCHOOL DIVISION

Facility User Program

Accidents can happen, even during the most well-planned events. Insurance protects you, the educational organization, and the public. Whether you're renting a room or participating as a vendor, Facility User Insurance ensures you, along with the community space you're using, are protected.

WHAT IS GENERAL LIABILITY (GL) INSURANCE?

General Liability (GL) insurance provides protection from legal action taken arising out of bodily injury to others, and/or third party property damage. This means if someone slips, trips or gets injured during your event, your policy responds, not your personal finances

WHO NEEDS IT?

You likely need insurance if you are:

- Renting a room, gym, or facility for private or public use
- Hosting a class, event, tournament, or party
- Participating as a vendor at a market or fair
- Running a drop-in or seasonal program

HOW ARE RATES CALCULATED?

Rates are calculated based on:

- Type of activity (e.g., meeting vs. concert)
- Number of participants
- Duration and frequency (hourly, daily, or seasonal)
- Level of risk associated with the event

HOW DO I GET COVERAGE?

Use the online portal link:
msba.instantriskcoverage.com

1. Select your **event location**
2. Enter your **event details**
3. Choose the **coverage duration** (hourly, daily, seasonal)
4. Pay online and receive your **Certificate of Insurance** instantly

FACILITY USER INSURANCE PROGRAM
HOW TO USE THE IRC PORTAL

NAME OF YOUR BROKER: HUB

Note: Please direct any coverage questions to your Insurance Broker.
Should you need any help while using the Facility User portal, please contact the IRC Support Team by email: support@ircnow.com or phone: 1-800-517-1390.

LINK TO PORTAL: https://**msba**.instantriskcoverage.com/register

STEP BY STEP INSTRUCTIONS:

1. Click on the "Sign Up" tab. This will create an account that will allow you to sign in during future visits and keep a record of all quoted or purchased policies.

2. Create a password. The password must be a minimum of 8 characters in length and contain at least 1 capital letter, 1 lowercase letter, and 1 number.

3. The system will then ask you to Login using the Email Address and Password you created.

4. After successfully logging in, input the name and address of the person, group, or organization applying for insurance coverage. Make sure this matches the name on the booking/rental contract.

5. INITIATE COVERAGE – Follow the step-by-step instructions to select your venue, input rental/booking number (if applicable), select the event type, amount of coverage required, and your event dates/times. You will also have the option to add liquor to an event if needed.

6. REVIEW & COMPLIANCE – At the end of the above process, you will be provided with a summary of your event details to review. If there is anything incorrect, you can go back and make any changes. In this section, you will be able to add any Additional Insured and non-owned automobile coverage, as well as be asked a few compliance related questions.

7. QUOTE – Once Step 6 questions have been completed, you will be presented with a quotation for the insurance coverage for your event. This price will not change at checkout.

8. PURCHASE – Should you wish to proceed with the quotation, select "Purchase." You will be asked a few additional questions to confirm you understand the coverage and exclusions of the policy. Once complete, select "Checkout" and you will be asked to select your method of payment and input its details.

9. POLICY DOCUMENTS – Once payment is confirmed, a new window will open with a link to your Certificate of Insurance, and a copy will be sent to your email. The policy wordings can be found under the "Policy Information" tab in the portal.

10. REVIEW OF PRIOR PURCHASES – If you would like to review any past purchases or policy documents, click on "My Account" tab in the portal and select "Application History". Additionally, any quoted and unpurchased policies will also be listed, allowing you to complete the purchase at any time.