

APPLICATION FOR USE OF MUNICIPAL FACILITIES – PART 1

Introduction:

The purpose of this Outside User Policy/Application is to manage and reduce the risk of injury to persons using municipal facilities or grounds. The municipality (“MUNICIPALITY”) acknowledges that municipal facilities are an integral part of the community. It is to the benefit of the individual / group wishing to use municipal property to take all reasonable steps to reduce the risk of such injury. MUNICIPALITY therefore requires that you (the outside user/applicant, herein called APPLICANT) demonstrate to the satisfaction of MUNICIPALITY 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. MUNICIPALITY has developed this Outside User Policy in order to:

- Establish rules for the use and operation of municipal 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 municipality’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 involving arenas or 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. An alternate source of liability insurance is available through the MUNICIPALITY.

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

APPLICATION FOR USE OF MUNICIPAL FACILITIES – PART 1

Conditions

1. The building/facility will be available for use only upon presentation of this permit to the municipal representative 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 site APPLICANT must provide one adult supervisor for each site in use.
4. The members of any group or organization or spectators while in or on a municipal facility must be under the immediate supervision and control of a competent and trustworthy adult who will undertake personally to be responsible to the municipal representative for the due observance of the requirements of the MUNICIPALITY. 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 municipality 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/pool 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. Without written permission from the director of buildings/designate, no structure or apparatus should be placed upon or be erected on municipal property (permission indicated on this permit).
13. Municipal Equipment cannot be used without permission (indicated on this permit).
14. **SMOKING IS STRICTLY PROHIBITED IN ALL MUNICIPAL BUILDINGS.**
15. Organizations granted continued use of facilities, must give one week's notice in writing before the date of discontinuance. MUNICIPALITY, however, reserves the right to discontinue any permit on short notice.
16. Permits are not transferable.
17. APPLICANT/permit holder will protect, indemnify and save harmless MUNICIPALITY, 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.
18. 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 Chief Administrative Officer/designate of MUNICIPALITY.
19. Immediately following each event, the municipal representative shall inspect the facilities used for evidence of damage or improper use. APPLICANT/permit holder should accompany the municipal representative where possible, during this inspection and sign the permit checklist form.
20. Appropriate footwear must be worn in facilities used for sports activities.
21. Permits are subject to all bylaws of the MUNICIPALITY and regulations thereunder governing the use of public buildings in said MUNICIPALITY.
22. Improper use of municipal property, for the use of which a permit has been granted, will result in immediate cancellation of the permit.
23. 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, or is a normal part of the event being held.
24. 24. Permission to use municipal facilities does not carry with it the right to use any moveable apparatus in the facility. Special application must be made for the privilege. Specific use shall be shown on the permit.

APPLICATION FOR USE OF MUNICIPAL FACILITIES – PART 2

Municipality: _____ Facility: _____

Applicant: _____ Name of Contact Person: _____

Address: _____ Postal Code: _____ Telephone: _____

Time of Use: From: _____ am pm Date: _____ To: _____ am pm Date: _____

Particulars of Activity: _____

Number of Participants Expected: _____ Age of participants: _____

Name of Supervisors:

_____ Phone #: _____

_____ Phone #: _____

Requirements: (Facilities/equipment)

Arena Swimming Pool Meeting Room #____ Shops Auditorium/Theatre Hall/Multi-purpose

Soccer/baseball field Other: _____

Type and Quantity of Equipment, required: _____

Liability Insurance

Applicant has and will provide Confirmation of liability insurance

- or -

Coverage required by user, see Chart on next page

Premium:\$ _____

Rental/Other Fees

1. Use of Facilities: \$ _____

2. Caretaker \$ _____

3. Security \$ _____

4. Liability Insurance Premium \$ _____

5. Retail Sales Tax (7%) \$ _____

Total Amount Due: \$ _____

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 municipal property and will abide by all rules and regulations as established by the MUNICIPALITY. 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 MUNICIPALITY and its agents from all claims for damages that may arise out of the use of buildings, grounds or equipment 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.

Signed (Contact person): _____ Date: _____

Permit approved by: _____ Date Issued: _____

OUTSIDE USER LIABILITY INSURANCE RATES - SPORTS

PLEASE CIRCLE OR CHECK APPROPRIATE PREMIUM

7% Retail Sales Tax (RST) is applicable to insurance contracts therefore must be added to the premiums indicated below. If Activities Are Not Listed - Contact K. Keating at 1- 800-665-8990 Ext. 6154

Sports	# of Participants	Premium		
		One Day	Two Days	Seasonal
Badminton, Dance Lessons, Horseshoes, Tennis, Curling, Bowling, Skating	<input type="checkbox"/> 1 - 25 <input type="checkbox"/> 26 - 100 <input type="checkbox"/> 101 - 250 <input type="checkbox"/> Over 250	<input type="checkbox"/> \$25 <input type="checkbox"/> \$50 <input type="checkbox"/> \$75 <input type="checkbox"/> Refer	<input type="checkbox"/> \$50 <input type="checkbox"/> \$100 <input type="checkbox"/> \$150 <input type="checkbox"/> Refer	<input type="checkbox"/> \$75 <input type="checkbox"/> \$150 <input type="checkbox"/> \$225 <input type="checkbox"/> Refer
Baseball, Basketball, Field Hockey, Floor Hockey, Handball, Racquetball, Soccer, Squash, Softball, Volleyball, Swimming with Lifeguard, Non-Contact Touch/Flag Football, Track & Field, Archery	<input type="checkbox"/> 1 - 25 <input type="checkbox"/> 26 - 100 <input type="checkbox"/> 101 - 250 <input type="checkbox"/> Over 250	<input type="checkbox"/> \$50 <input type="checkbox"/> \$100 <input type="checkbox"/> \$150 <input type="checkbox"/> Refer	<input type="checkbox"/> \$75 <input type="checkbox"/> \$150 <input type="checkbox"/> \$225 <input type="checkbox"/> Refer	<input type="checkbox"/> \$150 <input type="checkbox"/> \$300 <input type="checkbox"/> \$450 <input type="checkbox"/> Refer
Occasional Pool Use	<input type="checkbox"/> 1-2 hours <input type="checkbox"/> Over 2 hours	<input type="checkbox"/> \$25 <input type="checkbox"/> \$50		
Recreational Non-Contact Ball Hockey	Pick-up-Max 30 Players League	<input type="checkbox"/> \$50 <input type="checkbox"/> Refer	<input type="checkbox"/> \$75 <input type="checkbox"/> Refer	<input type="checkbox"/> \$100 <input type="checkbox"/> Refer
Recreational Non-Contact Ice Hockey Adult Pickup - Max. 30 players Adult League	Season September - April <input type="checkbox"/> \$125 <input type="checkbox"/> \$225/ team	Season May - August <input type="checkbox"/> \$100 <input type="checkbox"/> Refer		
Adult Tournaments - Non-Contact Only	<input type="checkbox"/> Up to 8 teams <input type="checkbox"/> 9 - 16 teams	<input type="checkbox"/> \$250 <input type="checkbox"/> \$375		
One time recreational adult hockey	<input type="checkbox"/> 1 - 30 players	<input type="checkbox"/> \$25 (max 11/2 hrs)		
One time recreational skating (No Sticks or Pucks)	<input type="checkbox"/> 1 - 25 participants <input type="checkbox"/> 26 - 100 participants <input type="checkbox"/> 101 - 250 participants	<input type="checkbox"/> \$25 (max 11/2 hrs) <input type="checkbox"/> \$35 (max. 11/2 hrs) <input type="checkbox"/> \$75 (max. 11/2 hrs)		
Beer Garden - applicable to sporting events only	<input type="checkbox"/> 1 - 100 participants <input type="checkbox"/> 101 - 250 participants <input type="checkbox"/> 251 - 500 participants <input type="checkbox"/> Over 500	<input type="checkbox"/> \$100/day <input type="checkbox"/> \$150/day <input type="checkbox"/> \$200/day <input type="checkbox"/> Refer		

If insurance is applied for above, submit this form to Western Financial Group Insurance Solutions, Attention: Commercial Service Team at commercialservice@westernfgis.ca or fax 204-957-0678. Your Municipal office will be invoiced the premium.

OUTSIDE USER LIABILITY INSURANCE RATES - MEETINGS & OTHER EVENTS

PLEASE CIRCLE OR CHECK APPROPRIATE PREMIUM **

** 7% Retail Sales Tax (RST) is applicable to insurance contracts therefore must be added to the premiums indicated below **

If Activities Are Not Listed - Contact K. Keating at 1- 800-665-8990 Ext. 6154

Meetings & Other Events	# of Participants	Premium		
		1 Day	2-3 Days	Seasonal
No Alcohol: Example: Arts & Crafts, Socials, Weddings, Church meetings, Rummage Sales, Prenatal Classes, Seniors Group Meetings, Family Reunions, Teas, Homecomings, Birthday and Anniversary Parties	<input type="checkbox"/> 1 - 25	<input type="checkbox"/> \$25	<input type="checkbox"/> \$50	<input type="checkbox"/> \$75
	<input type="checkbox"/> 26 - 100	<input type="checkbox"/> \$50	<input type="checkbox"/> \$100	<input type="checkbox"/> \$150
	<input type="checkbox"/> 101 - 250	<input type="checkbox"/> \$100	<input type="checkbox"/> \$200	<input type="checkbox"/> \$300
	<input type="checkbox"/> 251 - 500	<input type="checkbox"/> \$150	<input type="checkbox"/> \$300	<input type="checkbox"/> \$500
	<input type="checkbox"/> Over 500	<input type="checkbox"/> Refer	<input type="checkbox"/> Refer	<input type="checkbox"/> Refer
With Alcohol, Add to above premiums:	<input type="checkbox"/> 1 - 25	<input type="checkbox"/> \$75	<input type="checkbox"/> \$150	<input type="checkbox"/> \$225
	<input type="checkbox"/> 26 - 500	<input type="checkbox"/> \$125	<input type="checkbox"/> \$250	<input type="checkbox"/> \$375
	<input type="checkbox"/> Over 500	<input type="checkbox"/> Refer	<input type="checkbox"/> Refer	<input type="checkbox"/> Refer

If insurance is applied for above, submit this form to Western Financial Group Insurance Solutions, Attention: Commercial Service Team at commercialservice@westernfgis.ca or fax 204-957-0678. Your Municipal office will be invoiced the premium.