

We look forward to welcoming community user groups to access our school facilities this year and thank you for your patience as logistics were updated.

Applications are now being accepted and will be reviewed. You will be notified if your application was approved and of the start date for use of our facilities.

Please review the following updated procedures and guidelines in place:

1. Applications are available at the school. Once an application is completed and signed, it will be reviewed by school administration. If your application is approved, the person completing the application will be contacted by phone or email.
2. Priority will be given to ISS student extra-curricular programming, followed by LRSD student extra-curricular programming, then adult community user groups.
3. To accommodate multiple requests for the use of our gym, community user groups may apply for 1 day of the week; Monday to Thursday. We are unable to accommodate user groups on Fridays, during any holidays and non-operational school days.
Gym availability is limited to 1 timeframe; 6:45 pm-8 pm.
4. Other spaces available in the school to user groups are the Band room and the Science Room with booking times available between 5 and 8pm. These spaces may be booked for more than 1 day a week.
5. The school piano is unavailable to community user groups.
6. School equipment (other than nets) are unavailable to community user groups.
7. Children who attend with their parent/guardian during user group times must be in the same space as their parent/guardian.
8. User groups must access the school through the front doors only. All participants are required to remove outdoor shoes.
9. Additional School based events scheduled throughout the school year may interfere with Community User Groups. In these cases, Community User Group activities will be canceled and the user group will be notified in advance of such changes.
10. There are no fees to use our school facilities, as long as no fees are being collected from participants. If fees are collected from participants, a \$50/hour fee will be charged.
11. Additional insurance may be requested of the user group if the activity is considered higher risk.

In application for the use of Isabelle Sellon School facilities, I agree to the above procedures and guidelines.

Applicant signature _____

Date _____