

HWDSB

Community Use of Schools 2018/2019 Organization/Event Profile

This application is made on behalf of the organization/group named below. The undersigned declare that to the best of their knowledge and belief, the information provided is truthful, accurate and complete. The application is made on behalf of the below-named organization with the Board of Directors'/Senior Staff/group's full knowledge and consent.

Contact Information

Name of Organization/Group

Organization's Website

Mailing Address

Phone Number

Main Contact Person

Title/Position

Contact Person's Phone Number (Available on Weekdays)

Contact Person's Email Address

Signature

Printed Name

Position/Title

Date

Signature

Printed Name

Position/Title

Date

HWDSB Staff Use Only

Date Received: _____

Received By: _____

Comments: _____

Organization/Group Registration

Is the organization/group registered or incorporated?

No Yes (If yes, please complete the information below)

Incorporation Registration #

Date of Incorporation

Provincial Federal

Incorporation Category:

Societies Act Non-Profit Corporation

Other (Please describe)

General Information

What is the purpose of the organization/group?

What is the organization/group's annual operating budget? Note: you may be asked to supply a copy of the organization/group's budget.

Does your organization/group have valid liability insurance?	Yes	No
If not, will you require assistance obtaining insurance?	Yes	No

Event Information

What is the purpose and intended outcome of the event for which school space has been requested? Note, an event may also refer to an ongoing program.

What is the event's operating budget?

Please check any or all of the following categories that apply to your organization/group's requested use of school space. Please complete additional information where requested. This rental is for an activity that is:

For Participants from the Neighbourhood in Which the School is Located

If so, please describe who will be attending this activity.

Free for Participants

Charging a Fee to Participants - this includes all costs associated with participation (registration fee, membership dues, uniform costs, travel etc.)

If the activity charges a fee, what is this fee?

Does the group/organization expect to generate a profit for this event? If so, how much?

Sponsored or Funded Wholly or in In-Part by a Government Program or Ministry, Charitable Organization, Non-Governmental Organization or Corporate Identity in Addition to the Organization/Group Named in this Application

If so, who is providing additional funding?

Open to Public Participation

If so, how do you plan to promote the activity once Community Use of School space is approved? If your organization is a sports league, please describe the percentage of activity that is house versus rep league play.

School Related

If so, who is the HWDSB contact the organization/group is working with?

Listed in a partnership/agreement with HWDSB.

If so, who is the HWDSB contact the organization/group is working with?

For Children and/or Youth

If so, what is the age range of the child/youth participants?

For Adults

For Families

For Commercial Use

Supporting Student Achievement and Skill Building. If so, please describe.

Please return this completed form to HWDSB's Community Use of Schools office by e-mail to rentals@hwdsb.on.ca or by fax to 905.521.2545.

Questions can be directed to rentals@hwdsb.on.ca, or to 905.527.5092 x2524 or x2522. Additional information regarding Community Use of Schools at HWDSB can be found at www.hwdsb.on.ca/rentals.

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Information collected may be used for determining Community Use of Schools placement and subsidy eligibility.