



## AP 7 COMMUNITY USE OF SCHOOLS FACILITY USE BOOKING PROCEDURE

In all cases the needs of the school programs take priority over outside users. At the same time, schools recognize the value of community based programs and shall endeavor to minimize disruption of these programs. Where there is no identifiable priority, an existing user may be given the priority over a new user.

### 1. School or Division Based events

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Complete schedule request for facilities through the webbased School Use program at [\\_\\_\\_\\_\\_](#). All required equipment and services are to be listed on the schedule request. All requisition applications must be made a minimum of 7 days prior to event.

### 2. Community Based / Organized Group Profit

Organized groups of a recreational, social, or educational nature where the organization or majorities of participants are Western School Division residents. Priority is given to Youth based events.

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Complete a Facility Requisition Form (AP 7) and contact Western School Division, Facility Manager at (204) 8224448 or [\\_\\_\\_\\_\\_](#). Inform the Facility Manager of all equipment and services required. All requisition applications must be made a minimum of 7 days prior to event.

### 3. Other / Private Group

Private group or limited membership in nature not included above.

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Complete a Facility Requisition Form (AP 7) and contact Western School Division, Facility Manager at (204)822-4448 or \_\_\_\_\_ . Inform the Facility Manager of all equipment and services required.