



Keely Willment
School Access Coordinator
City of Calgary Recreation
P.O. Box 2100, Stn. M, #68
Calgary, AB T2P 2M5

Dear Child and Youth Program Provider:

What children and youth do during out-of-school hours has an enormous impact on their development and on our community as a whole. United Way's UpStart is working with its partners - The City of Calgary, the Calgary Catholic School District, the Calgary Board of Education, and the Rocky View School Division - to increase access to recreation for children and youth.

UpStart recently received funding from the provincial government to establish a two-year pilot project that will make it more affordable for groups that offer recreational activities for children and youth to rent school facilities during evenings, weekends and holidays.

We know that you offer great programs and this may be an opportunity for your group to receive a funding subsidy that lowers the cost of renting school facilities. In this package you will find information on the application process, information on participating schools (*Attachment A*), the Rental Subsidy Application form, and the City of Calgary Bookings form (*"Application for Use of School Facilities"*).

If you have any questions, please contact me 403-268-4006 or send an email to keely.willment@calgary.ca.

Recreation is a great way to make a difference in the lives of children and youth. We hope you can play a part.

Sincerely,

Keely Willment
School Access Coordinator

<http://www.upstartchampions.ca/>



Questions and Answers

1. What Is The Goal Of This Program And Subsidy?

This program promises to connect service providers with affordable facilities, to give children and youth “things to do” and “places to go” during school rental periods - evenings and weekends.

The outcomes of this project include an increase in opportunities for children and youth to participate in recreational programs which will in turn improve overall health, learning and self-esteem, increase exposure to positive role models, and will make better use of school facilities.

2. Who Can Apply?

Non-profit organizations and community groups that meet the following criteria can apply:

- The program increases the supply of recreational (physical activity, drama, dance, art, music) activities available to children and youth by offering a new program or by enhancing an existing program.
- The program has appropriate adult supervision consistent with the activity.
- The program helps children and youth develop skills and confidence.
- The program responds to the needs and interests of children living in the community.
- The service provider identifies participants willing to take part in a survey or interview to evaluate the results of the program.
- The service provider meets the City of Calgary's terms and conditions for insurance, deadlines for cancellations, and permit requirements.

3. Which Schools Are Available?

Twenty-three schools from both school boards have been selected to participate in this pilot project. Please see Attachment A for a complete listing of the schools.

4. Which Times Are Available?

Weekdays	Weekends
6:00 p.m. to 10:30 p.m.	8:00 a.m. to 12:00 a.m.

Please note, one evening a week and up to two weeks each term are reserved for “School Use” and are not available for bookings; contact the School Access Coordinator for up-to-date information on availability.

5. How Much Does It Cost To Rent School Facilities?

The rental rates are \$22.18/hour on weeknights and \$28.93/hour on weekends.

6. When Is The Deadline For Application?

While applications are accepted on an ongoing basis, please submit all forms as soon as possible to secure space.

7. What Is the Mailing Address?

Keely Willment
School Access Coordinator
City of Calgary Recreation
P.O. Box 2100 Stn. M #68
Calgary, AB T2P 2M5



Child and Youth Programming Facility Rental Subsidy Application

This subsidy is only available to not for profit child and youth program providers

Organization Information

Name of Organization: _____

Name of Program: _____

Contact Information

Name: _____ Position: _____

Address: _____
Street Address Apartment/Unit #

City Province Postal Code

Phone: (____) _____ E-mail: _____

Program Information

Program Description *(please include activities & desired outcomes).*

The target population for this program is (age/grade, gender, ability, etc):

Program will run ____ day(s) a week for ____ weeks, with an anticipated start date of: _____

The adult to participant ratio will be: _____

Where available, volleyball/badminton standards, and volleyball nets shall, upon prior request, be provided to organizations and agencies using the schools in out-of-school hours. The equipment shall be specified on the rental permit; Volleyballs, basketballs, badminton racquets, and any other equipment will not be provided by the Schools. Please include equipment requests on the City of Calgary's **Application for Use of School Facilities** form *(attached)*.

Is this a new program?
YES NO

If NO, where was it previously held?

Pilot Requirements

Are you willing to provide monthly and/or event based statistical data regarding program participation? [note – individual personal data will not be collected].

How will your program be impacted by this cost reduction?

If you did not receive this facility cost reduction, would you still be able to provide this program?

Is your organization willing to be flexible regarding location and time to accommodate the maximum use of school facilities?

Application Procedure

Submit this completed form, along with the City of Calgary Recreation's **Application for Use of School Facilities** form, to:

Keely Willment
School Access Coordinator
Recreation
The City of Calgary

Phone: 403-268-4006

P.O. Box 2100, Stn. M # 68
Calgary, AB, Canada T2P 2M5

Email: keely.willment@calgary.ca

Fax: 403-268-1397

You will be contacted upon the receipt of this application to confirm details. Through the Joint Use Agreement between The City of Calgary and the school boards, school principals book one evening a week and up to one week each term for "School Use." Public bookings are not available in these cases. Please contact Keely to determine the availability of your preferred schools.

All bookings are managed through the City of Calgary Recreation Bookings, and are subject to the same terms and conditions of all other City of Calgary rentals (including insurance requirements, amendments and cancellations, and permitted activities).

Visit www.calgary.ca/recreation or call 3-1-1 for more information.

This pilot project is a collaboration between Upstart of the United Way of Calgary and Area, The City of Calgary, The Calgary Board of Education, The Calgary Catholic School District, Rocky View Schools, YMCA Calgary, Boys and Girls Clubs of Calgary, and The Calgary Sport Council.



APPLICATION FOR USE OF SCHOOL FACILITIES

R 1544 (R2009-09)

Applications for school use, amendments or cancellations require 14 working days notice prior to the first rental date.

Part 1

Organization Information (Before completing this form, please read the reverse)

Name of Group				
Type of Organization <input type="checkbox"/> Registered Non Profit Organization Registration # _____ <input type="checkbox"/> Not-For-Profit Group <input type="checkbox"/> Other (please specify) _____				
Main Booking Representative Name	Email Address	Home Phone Number () () ()	Daytime Phone Number () () ()	Ext.
Mailing Address		Postal Code	Fax Number () () ()	
Alt. Booking Representative, Accounts/Financial Officer	Email Address	Home Phone Number () () ()	Daytime Phone Number () () ()	Ext.
Mailing Address		Postal Code	Fax Number () () ()	

School Request

School Name		
School Name (Alternate Choice)		
Type of Activity (please be specific)	Number of Participants <input type="checkbox"/> Adult <input type="checkbox"/> Minor	Number of Spectators

Non Instructional Areas Available For Booking During Public Hours Only (see reverse)

<input type="checkbox"/> MAIN GYM	<input type="checkbox"/> Nets (Volleyball only) <input type="checkbox"/> Standards	<input type="checkbox"/> Change Rooms (if available)	<input type="checkbox"/> Showers (If available)	Number of Tables	Number of Chairs
<input type="checkbox"/> AUX GYM 1	<input type="checkbox"/> Nets (Volleyball only) <input type="checkbox"/> Standards	<input type="checkbox"/> Change Rooms (if available)	<input type="checkbox"/> Showers (If available)	Number of Tables	Number of Chairs
<input type="checkbox"/> AUX GYM 2	<input type="checkbox"/> Nets (Volleyball only) <input type="checkbox"/> Standards	<input type="checkbox"/> Change Rooms (if available)	<input type="checkbox"/> Showers (If available)	Number of Tables	Number of Chairs
<input type="checkbox"/> CAFETERIA	<input type="checkbox"/> SPACE USE ONLY - NO FOOD OR BEVERAGES				

Dates and Time Requested During Public Hours Only

Weekday	Month	Dates Required	Start	AM		PM		End	AM		PM	

GENERAL INSTRUCTIONS FOR PART ONE:

Application for school use must be submitted to the Customer Service Centre, a MINIMUM of 14 working days prior to first rental date.

Complete part 2 of the application if you are requesting: instructional space (i.e. classrooms), non-public hours, use of school equipment, or food/beverages in the school. All requests on part 2 require a Principal/Facility Manager signature.

Groups should be prepared to provide additional details on event. Some bookings may fall into the classification of a "Special Event" which will require additional approval. Once you have submitted your completed application, the School Portfolio Holder may contact you for additional details on the event. In such cases, a MINIMUM of 21 working days notice will be required.

Amendments or cancellations must be submitted in writing or by email a MINIMUM of 14 working days prior to the date that is to be amended or cancelled.

Winter/Christmas, Spring/Easter breaks: Additional time for processing requests will be required around school closure times. Contact the Customer Service Centre to determine the current timelines affecting your requests.

Payment is due as requested at the time of booking.

It is the group's responsibility to check out the suitability of a school prior to applying (i.e. gym size, ceiling height, etc).

All requests on this page require a signature from the school Principal or Facility Manager

APPLICATION FOR USE OF SCHOOL FACILITIES

R 1544 (R2009-09)

Applications for school use, amendments or cancellations require 14 working days notice prior to the first rental date.

Part 2

Classrooms or Other Non-Public Locations

Name of Group	Name of School
---------------	----------------

Type of Activity

<input type="checkbox"/> Instructional	<input type="checkbox"/> Music (practice/rehearsal)	<input type="checkbox"/> Fitness (specify) _____
<input type="checkbox"/> Arts & Crafts	<input type="checkbox"/> Dance (practice/rehearsal)	<input type="checkbox"/> Dressing Rooms
<input type="checkbox"/> Other (specify) _____		

Number of Classrooms or other non-public areas requested	<input type="text"/>	Identify areas
--	----------------------	----------------

Equipment requested	<input type="checkbox"/> Badminton Nets	<input type="checkbox"/> Soccer Nets
<input type="checkbox"/> Piano	<input type="checkbox"/> Risers	<input type="checkbox"/> Other (specify) _____

Principal/Facility Manager's Signature	Dates Agreed on:
--	------------------

Food or Beverages in School - EXTRA FEES APPLY

Area used for food and beverages

<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Kitchen _____
<input type="checkbox"/> Other (specify) _____		

Principal/Facility Manager's Signature	Dates Agreed on:
--	------------------

School Use Nights, Non-Public Hours or Early Start

<input type="checkbox"/> Main Gym	<input type="checkbox"/> Releasing School Use Time	<input type="checkbox"/> Releasing Non-Public Hours (specify start/end time) _____
<input type="checkbox"/> Aux Gym	<input type="checkbox"/> Releasing School Use Time	<input type="checkbox"/> Releasing Non-Public Hours (specify start/end time) _____

Principal/Facility Manager's Signature	Dates Agreed on:
--	------------------

Theatre

<input type="checkbox"/> Theatre Use	<input type="checkbox"/> Lighting Technician	<input type="checkbox"/> Sound Technician	<input type="checkbox"/> Early Start Time	<input type="checkbox"/> Non-Public Hours
--------------------------------------	--	---	---	---

Principal/Facility Manager's Signature	Dates Agreed on:
--	------------------

GENERAL INSTRUCTIONS FOR PART TWO:

Complete application part 1 and 2 and have Principal/Facility or Theatre Manager's sign the appropriate boxes on part 2, to authorize your requests, before submitting to the Customer Service Centre. Signed applications must be received in the Customer Service Centre a MINIMUM of 14 working days prior to the date you wish to book. Your booking will be based on the information provided on your application, and any approvals indicated above by the Principal or Facility Manager.

Groups should be prepared to provide additional details on event. Some bookings may fall into the classification of a "Special Event" which will require additional approval. Once you have submitted your completed application, the School Portfolio Holder may contact you for additional details on the event. In such cases, a MINIMUM of 21 working days notice will be required.

Winter/Christmas, Spring/Easter breaks: Additional time for processing applications and amendments/cancellations will be required around school closure times. Contact the Customer Service Centre to determine the current timelines affecting your requests.

Extra Fees may apply to requests on this page (in addition to the hourly rates). Refer to fee chart or call the Customer Service Centre (403-268-3800 option 2) and inquire into extra fees.

Payment is due as requested at the time of booking.

Freedom of Information and Protection of Privacy Act

The personal information you provide is collected under the authority of the Facility Booking Policy and Procedures, the Facility Use Agreement and the Freedom of Information and Protection of Privacy Act, section 33(c).

This information is used to communicate with your group and to determine the most suitable facility based on your application requirements. The information you supply will appear on your booking contract.

If you have any questions about the collection or use of this information, please contact the Customer Service Centre, 2808 Spiller Road SE, #68, P.O. Box 2100, Station M, Calgary, AB, T2P 2M5, 403-268-3800 (Option 2).

Regulations and General Information For Use of Schools

One application is required per school: When filling in dates and times requested, please use the following format. Use one line for each month if it is a regular booking.

e.g..	WEEKDAY	MONTH	DATES REQUESTED	START	AM	PM	END	AM	PM
	Mon.	Jan.	3, 10, 17, 24	6:00		✓	7:00		✓

Booking Periods:

Elementary Schools:	6:00 pm to 10:30 pm Weekdays	8:00 am to 12:00 midnight Saturday, Sunday
Junior High Schools:	6:30 pm to 11:00 pm Weekdays	8:00 am to 12:00 midnight Saturday, Sunday
High Schools:	7:00 pm to 11:00 pm Weekdays	8:00 am to 12:00 midnight Saturday, Sunday

Clearout Times: School must be cleared by end time shown on permit.

Instructional Areas and Instructional Aids:

1. Groups requesting an Instructional Area must obtain principal's signature on part 2 of the application before submission to Customer Service Centre.
2. Instructional aids (e.g.. overhead projectors) are not supplied. Special requests will be considered only with the authorization of the school principal concerned.

Activities Permitted: Badminton, basketball, volleyball, etc., are permitted. Restrictions do apply for soccer conditioning e.g., the use of a nerf soccer ball only is allowed. For baseball/softball conditioning, the throwing and batting of balls is prohibited. No floor/ball hockey is permitted.

Footwear: Only footwear that is not considered harmful to the gymnasium floors will be permitted.

Equipment: Equipment usage such as volleyball standards, nets and other similar gym equipment may be made available **upon request**. No expendable equipment such as balls are available for use. Tables and chairs must be requested on application form. Storage of equipment and materials is the sole responsibility of the rental groups.

Insurance Requirements

Organizations or individuals renting facility space through The City of Calgary are required to carry general liability insurance acceptable to the Risk Management section of the Law Department in an amount of not less than Two Million Dollars (\$2,000,000) inclusive limit for any one occurrence and such insurance shall include The City of Calgary and the Respective School Board as additional insured. This insurance must not have a participant's exclusion.

Attachment A

*NB - one day a week is reserved for "School Use" and is not available for public bookings.

Schools Available for **weeknight** rentals

School	District	Neighbourhood	Address	Time Available	School Use Day*
--------	----------	---------------	---------	----------------	-----------------

NW

Bowcroft	CBE	Bowness	3940 - 73 Street N.W.	6:00pm - 10:30pm	Thursday
Huntington Hills	CBE	Huntington Hills	820 64 Ave NW	6:00pm - 10:30pm	Thursday
St. Bede	CSSD	Huntington Hills	333 Bermuda Drive NW	6:00pm - 10:30pm	Thursday
St. Luke	CSSD	Brentwood	1232 Northmount Dr. NW	6:00pm - 10:30pm	Wednesday

SW

St. Catherine	CSSD	Canyon Meadows	11 Canata Close SW	6:00pm - 10:30pm	Thursday
Fr. Doucet	CSSD	Shawnessy	65 Shannon Drive SW	6:00pm - 10:30pm	Thursday

NE

St. Thomas More	CSSD	Temple	6110 Temple Drive NE	6:00pm - 10:30pm	Thursday
Vista Heights	CBE	Vista Heights	2411 Vermillion St. N.E.	6:00pm - 10:30pm	Thursday
Guy Weadick	CBE	Temple	5612 Templehill Road N.E.	6:00pm - 10:30pm	Thursday
Rundle	CBE	Rundle	4120 Rundlehorn Drive N.E.	6:00pm - 10:30pm	Thursday

SE

Penbrook Meadows	CBE	Penbrook Meadows	5645 Pensacola Crescent S.E.	6:00pm - 10:30pm	Thursday
Radisson Park	CBE	Albert Park/Radisson Heights	2805 Radcliffe Drive S.E.	6:00pm - 10:30pm	Thursday
Mother Teresa	CSSD	Midnapore	121 Midlake Blvd SE	6:00pm - 10:30pm	Wednesday
St. Cecilia	CSSD	Fairview	610 Agate Cres SE	6:00pm - 10:30pm	Thursday
St. Williams	CSSD	Willowpark	11020 Fairmont Drive SE	6:00pm - 10:30pm	Tuesday
Patrick Airlie	CBE	Forest Lawn	1520 - 39 Street S.E.	6:00pm - 10:30pm	Thursday

Attachment A

Schools available for weekend rentals				
School	District	Neighbourhood	Address	Time Available
NW				
Bowcroft	CBE	Bowness	3940 - 73 Street N.W.	8:00am - 12:00 midnight
Huntington Hills	CBE	Huntington Hills	820 64 Ave NW	8:00am - 12:00 midnight
St. Jermone	CSSD	Panorama Hills	11616 Panorama Hills Blvd. NW	8:00am - 12:00 midnight
St. Basil	CSSD	Tuscany	919 Tuscany Drive NW	8:00am - 12:00 midnight
SW				
Fr. Doucet	CSSD	Shawnessy	65 Shannon Drive SW	8:00am - 12:00 midnight
NE				
Guy Weadick	CBE	Temple	5612 Templehill Road N.E.	8:00am - 12:00 midnight
Clarence Sansom	CBE	Pineridge	5840 - 24 Avenue N.E.	8:00am - 12:00 midnight
Rundle	CBE	Rundle	4120 Rundlehorn Drive N.E.	8:00am - 12:00 midnight
St. Thomas More	CSSD	Temple	6110 Temple Drive NE	8:00am - 12:00 midnight
SE				
Holy Trinity	CSSD	Forest Lawn	1717 41 Street SE	8:00am - 12:00 midnight
Holy Cross	CSSD	Dover	3719 26 Ave SE	8:00am - 12:00 midnight
Patrick Airlie	CBE	Forest Lawn	1520 - 39 Street S.E.	8:00am - 12:00 midnight
Chaparral	CBE	Chaparral	480 Chaparral Drive S.E.	8:00am - 12:00 midnight
Sundance	CBE	Sundance	200 Sunmills Drive S.E.	8:00am - 12:00 midnight
Mother Teresa	CSSD	Midnapore	121 Midlake Blvd SE	8:00am - 12:00 midnight