Obtaining status as a Registered Group provides the Group with priority and reduced rates as stipulated in Rocky View Schools (RVS) policy and procedures governing the use of school facilities and equipment.

The decision to grant a Registered Group status under a reciprocal use agreement is only possible by a committee composed of a representative of RVS and the applicable municipal authority or community association (where applicable). Groups applying for Registered Group status under a municipal or community association reciprocal use agreement are responsible to contact the municipality/community association to initiate the process. These Groups should familiarize themselves with the terms of the Reciprocal Use of Facilities Agreement for their municipality or community association (if applicable) and RVS’ Policy and Procedures.

Fees are outlined based on the corresponding Administrative Procedure whether use is for Indoor Space (AP5025) or Outdoor Space (AP5014). **Note: If the applicant is granted status as a registered group, it is not a guarantee that space will be available. Groups**

*Please complete all sections of the application fully, accurately, and legibly.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Full legal name of organization: | |  | | |
|  | Operating name *(if different):* | |  | | |
|  | Is the organization registered with Alberta corporate registry?  Yes  No  *If yes, attach a copy of the registration/incorporation document(s) confirming the status of the organization.* | | | | |
|  | Do the majority of participants reside within RVS communities?  Yes  No | | | | |
|  | Are the majority of participants?  Youth  Adults | | | | |
|  | Information on current executive members and contact person: | | | | |
|  | President: |  | | Ph: |  |
|  | Treasurer: |  | | Ph: |  |
|  | Secretary: |  | | Ph: |  |
|  | Contact: |  | | Ph: |  |
|  | Address of contact person: | | | | |
|  | Email address of contact person: | | | | |
|  | School/Facility/Site requested: | | | | |
| Room/Space requested: | | | | |
|  | Do you have a SOCAN and Re:Sound License?  Yes  No  \*This is required to play or listen to copyright/licensed music in RVS Facilities. | | | | |
|  | Are there any restrictions on who can participate in the program/activity to be offered?  Yes  No | | | | |
|  | *If yes, explain the restrictions:* | | | | |

Groups will be responsible to cover all fees associated with the use including the divisional insurance fee.

|  |  |  |  |
| --- | --- | --- | --- |
| I, the undersigned, agree that my signature binds the organization on whose behalf this application is made, to the payment of all school facility user fees charged, and that in default of payment of the said fees by the organization, I will be personally responsible for payment of same. Further, I warrant, on behalf of the organization and myself, that the information set out herein is complete and accurate and that I, on behalf of the group agree to all Terms and Conditions outlined in the Administrative Procedure AP5025, Appendix B.  Dated this    day of      , 20   at      , Alberta | | | |
|  | |  |  |
|  | Signature of Authorized Representative |  | Print Name |
|  | E-mail address: | | |
|  | Day Ph: |  | Evening Ph: |
|  |  |  |  |

*The information on this form is being collected pursuant to the Education Act and the Freedom of Information and Protection of Privacy Act. Questions concerning its collection or use can be directed to Rocky View Schools FOIP Coordinator, the Associate Superintendent of Business and Operations, by calling 403.945.4000 or by e-mail (busops@rockyview.ab.ca).*

*This information will be retained in accordance with Rocky View Schools procedures for 10 years following termination of the group as a Registered Community Group whether terminated by RVS or by the group.*

***References:***

Board Policy 22

AP5014 – Community Use of Outdoor Spaces

Administrative Procedure AP5025 – Community Use of Facilities and Equipment

Administrative Form AF5025-A – Community Use of Schools Application