



APPENDIX 3: Request for Use of School Facility

PERSONAL IDENTIFICATION	
Child's full name:	
Quebec Permanent Code:	
Date of birth:	
Parent's full name:	
Address:	
Email address:	
Telephone number:	

Please indicate which school facility is needed and provide a description of the activity (why, how, and when the resource will be used) as well as a list of required materials:

SCHOOL FACILITY	ACTIVITY	REQUIRED MATERIAL(S)
<input type="checkbox"/> Classroom		
<input type="checkbox"/> Library		
<input type="checkbox"/> Science Lab <small>(secondary students only)</small>		
<input type="checkbox"/> Gymnasium		
<input type="checkbox"/> Computer Lab		
<input type="checkbox"/> Auditorium		
<input type="checkbox"/> Art Room		
<input type="checkbox"/> Music Room		

ACCOMPANYING ADULT (if different from above)		
(maximum two)	Adult 1	Adult 2
Full name:		
Address:		
Email address:		
Telephone number:		

N.B.: The *Learning Project* and a *Criminal Background Check* must be submitted to the EMSB in order to process this request. Please ensure that both the *Learning Project* and *Criminal Background Check* are attached to this request, if not already sent.

FOR OFFICE USE ONLY	
Date received:	
<i>Learning Project</i> submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No, follow-up required	
<i>Criminal Background Check</i> for accompanying adult(s): <input type="checkbox"/> Yes <input type="checkbox"/> No, follow-up required	
<input type="checkbox"/> Request authorized Indicate designated school, resource person, date/time of use:	<input type="checkbox"/> Request denied and reason for refusal:
School board representative:	
Date:	



The student and accompanying adult(s) must respect all COVID-19 Santé publique measures.

Rules and Regulations for the use of the Science Laboratory

- The student must wear the safety glasses provided by the school, unless he or she wears unbreakable glasses that cover the eyes properly.
- Wearing contact lenses is not recommended. The student wearing contact lenses does so at his/her own risk.
- Students with long or medium-length hair must have their hair tied back.
- Sweaters with ties, scarves and long jewellery are prohibited in the laboratory.
- Closed shoes are mandatory in the laboratory. Any student not wearing the appropriate shoes will be refused entry to the laboratory.
- Never touch or taste chemicals. It is important to wash your hands with soap when you leave the laboratory.
- It is forbidden to drink or eat in the laboratory.
- Do not move unnecessarily. Work standing up; do not kneel.
- Report any accident, even a minor one, to the lab technician.
- The student is responsible for the material(s) made available to him/her.
- The workspace and equipment must always be kept clean.
- At the end of the activity, it is important to clean and store the equipment in the area designated by the lab technician.

Rules and Regulations for the use of the Computer Laboratory

- The student must keep their username and password confidential.
- The student must be respectful of others and not use vulgar, threatening, defamatory language, and refrain from making racist comments online.
- The student must not publish a photo or video without the consent of the people appearing in it.
- Under no circumstances may the student possess or distribute inappropriate content that is violent, hateful, indecent, sexual, or racist or participate in prohibited or illegal activities.

Rules and Regulations for the use of the Gymnasium

- Use of the equipment must always be under the supervision of an adult.
- The play area must be at a safe distance from the walls.
- The accompanying adult must familiarize himself / herself with the location of the first aid kit before the activity begins.
- Wear running / appropriate athletic shoes at all times in the gym: no wet boots or shoes.
- Wear protective glasses during any activity that involves risks.
- Wear a suitable protective helmet, securely attached and adjusted, if required by the activity.

N.B.: The student’s access to the school facilities, equipment and/or network, may be withdrawn at any time. The EMSB may take appropriate action as per its applicable policies.

Signature of student:	Date:
Signature of parent:	Date: