



# ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

## ADMINISTRATIVE PROCEDURES

### COMMUNITY USE OF SCHOOL FACILITIES AND PROPERTIES (Policy Statement: Community Use of School Facilities and Properties)

#### Purpose

The purpose of the *Administrative Procedure for Community Use of School Facilities and Properties* is to establish guidelines and procedures for school principals, staff and community groups for the use of school facilities.

#### References

2000-06-04	<i>Policy Statement: Community Use of School Facilities and Properties</i>
2000-06-04	<i>Policy Management Practices: Community Use of School Facilities and Properties</i>
2003-06-17	<i>Procedural Manual: Community Use of School Facilities and Properties</i>
2005-02-1	<i>Policy Statement: Criminal Background Check for 'Other Adults' Having Regular and Direct Contact with Students</i>
2005-02-1	<i>Policy Management Practices: Criminal Background Check for 'Other Adults' Having Regular and Direct Contact with Students</i>
2006:B13	<i>Ministry Memorandum: Community Use of Schools Program</i>
S-2011-10-3	<i>Policy Statement: Safe Schools</i>
S-2011-10-3	<i>Administrative Procedures: Access to School Premises</i>
S-2009-10-2	<i>Policy Statement: Ethical Fundraising and Charitable Activities in Schools</i>
S-2009-10-2	<i>Administrative Procedures: Ethical Fundraising and Charitable Activities in Schools</i>
A-2000-01-03	<i>Administrative Procedures: Product or Service Endorsement/Advertising in Schools</i>
B-2002-10-1	<i>Administrative Procedures: Sharing Agreements – Facilities and Services</i>

#### Procedures

##### 1. Guiding Principals

- 1.1 **School Activities Take Priority:** School day activities, extra-curricular activities and parent involvement activities organized or administered by the school or School Board have priority use of school space during and after regular school hours.
- 1.2 **Schools as Hubs of Communities:** Schools are the hubs of their communities and offer an effective use of taxpayers' investment in providing citizens with a place to come together, volunteer, build skills, access community programs, become physically active and build strong and healthy communities.

- 1.3 **Support for a Positive Climate for Youth:** The Community Use of Schools Program supports and promotes healthy, active lifestyles for community youth.
- 1.4 **Fair and Equal Access:** Schools are welcoming and inclusive and offer parent groups, community organizations and other citizens fair access to use of school space at affordable rates for community purposes in non-school hours.
- 1.5 **Respect for Roles and Responsibilities:** Community Use of Schools Program stakeholder partners respect each other's roles, responsibilities and obligations to the community and education system.
- 1.6 **Not-For-Profit organizations to be charged affordable rates:** The Board, where feasible, will ensure that after-hours user fees for school facilities in their district are affordable for Not-For-Profit community users.

## 2. Glossary of Key Terms

- 2.1 **Facilities:** Includes classrooms, auditoriums, gymnasiums, cafeterias, cafeteriums, general purpose space and outside recreation areas such as fields and parking lots.
- 2.2 **Cost Recovery:** Is the basis for the degree to which the operational and maintenance costs of providing space are financially supported by the operating budget.
- 2.3 **Subsidy:** Is the basis for the degree to which operational and maintenance costs of providing space are financially supported by designated funding sources such as a Ministry of Education grant.
- 2.4 **Insurance**
  - 2.4.1. Board insurance policy: Is the general liability insurance available to the normal operations of the Board and does not include activities not approved by the Board or use by Community Use of Schools permit holders.
  - 2.4.2. Additional Service Charges (insurance): If a non-profit entity cannot produce proof of insurance, a CUS permit applicant may be eligible for insurance under the *Ontario School Board Insurance Exchange Facility User Group Program*.
- 2.5 **Smart Serve Certified Definition:** Servers of alcoholic beverages, who have been trained to know the responsibilities and obligations under the law for serving alcohol. They are also trained to recognize signs of intoxication and implement intervention strategies for aggressive individuals. Smart Serve Ontario is recognized by the Alcohol and Gaming Commission of Ontario as the Official Responsible Server Training Program in the Province of Ontario.
- 2.6 **Participants:** For the purposes of reporting data and measuring traffic within a school property, the definition of 'Participants' shall include:
  - 2.6.1 **Active participants:** Individuals who engage in an activity with others or to improve their personal development;

2.6.2 **Volunteers:** Individuals who volunteer their time and expertise (for example, as a coach, a driver, an official or a fundraiser); and

2.6.3 **Attendees:** Individuals who attend events to observe or accompany active participants (e.g. parents, children, guardians, spectators, etc.)

2.7 **Lease Agreement:** A designated space allocated to an organization is managed through a Lease or Shared Use Agreement – not a Community Use Permit Application.

### 3. Online Facility Booking System

3.1 The Ministry of Education requires the Board to have an online facility booking system. Such a system allows community groups the ability to reserve available space in schools online and facilitates fair and transparent access to Board facilities.

3.1.1 The Ministry requires the accurate reporting of:

3.1.1 a) Number of rejected applications;

3.1.1 b) Usage and Permit Requests (weekdays, weekends, most popular times, number of schools open for CUS, etc.);

3.1.1 c) Space Type (as it pertains to CUS - # of permits, total hours, average rental rate, etc.);

3.1.1 d) Type of activity, i.e. Number of Permitted Hours by Community User Group Type;

3.1.1 e) Target Age Group(s);

3.1.1 f) Gender of Participants.

3.2 Before the start date and time of the event/activity, the school Principal will ensure that all user groups have completed a formal *Community Use of Schools: Permit Application* and that the request has been entered into the on-line booking system administered centrally by the Outreach Coordinator.

3.3 All board and school use during Community Use Hours (see 5.1.1) is to be entered in to the on-line booking system.

### 4. Board Staff Responsibilities

#### 4.1 School

4.1.1 **Reporting:** It is the responsibility of the school **Principal** (or designate) to report all events/activities are entered into the Board-approved online booking software to ensure community groups are aware of the availability of school facilities.

- 4.1.2 **Approvals:** Utilizing the Board-approved online booking software, the school **Principal** (or designate) shall also approve or reject applications for the use of the school by the community.
- 4.1.3 **Fees:** The school **Principal** (or designate) is responsible to ensure that the appropriate fees are assessed on each CUS Permit Application; Group Type (Appendix 1), Additional Service Charges (Appendix 2), and Additional Service Charges: Insurance (Appendix 3).

## 4.2 **Central**

- 4.2.1 The **Community Use of Schools Outreach Coordinator** is responsible for ensuring that community users have appropriate liability insurance coverage. The Outreach Coordinator is responsible for reporting community use to the Ministry of Education and acts as a community use resource for senior administration, school administrators and the general public. It is the responsibility of the Outreach Coordinator to review Community Use pricing strategy on an annual basis. It is the Outreach Coordinator's responsibility to ensure that expenses allocated to Community Use accounts meet the policy of the Board and the guidelines of the Ministry.
- 4.2.2 The **Plant Operations Manager** is responsible for the allocation of Caretaking staff to Community Use of Schools activities/events outside of regular work schedules.
- 4.2.3 The **Controller of Plant and Planning Services** is responsible for reviewing this policy to ensure that it aligns with Board policy and Ministry guidelines and directives.

## 5. **Space**

### 5.1 **Availability**

- 5.1.1 Community Use hours are 6:00 pm to 10:00 pm weekdays and 8:00 am to 10:00 pm Saturdays, Sundays, Professional Development Days, March Break, Christmas Holidays and Summer Holidays.
- 5.1.2 Some space types are not necessarily available for community use in all of the Board's schools.
- 5.1.3 School Board facilities may be used for any function, except those not deemed to be acceptable by the Board (Administrative Council) or the Principal. Except for use as Polling Stations during elections, schools shall not be used for partisan political events, except those approved by the Board of Trustees. The Algonquin and Lakeshore Catholic District School Board shall make available facilities and premises for any educational or lawful purpose, consistent with policies of the Board and appropriate to the time of request.

### 5.2 **Allocation of Space:**

- 5.2.1 Board facilities are available for use by the general public when they are not required for educational purposes, school events, or student athletic activities.

- 5.2.2 By June 1<sup>st</sup>, elementary and secondary schools are encouraged to submit the next year's school activities scheduled to take place on non-school days or after 6:00 pm on school days using the Board's online permit system.
- 5.2.3 Community Organizations with a long-standing responsible use of the Board's facilities may be given renewal notices by May 1<sup>st</sup>. Those Community organizations will have an opportunity to indicate their intentions for the upcoming school year. Responses to renewal notices must be received by the Principal (or designate) or Community Use Outreach Coordinator no later than June 1<sup>st</sup>. Allocation of time will depend on the space requirements of the Board and will recognize the categories of use priorities as indicated in Section 6 *Fees and Pricing Strategy*.
- 5.2.4 Priority will be given to non-profit community activities for youth.
- 5.2.5 Permit applications for the next school year will not be processed before June 1<sup>st</sup> of the current school year.
- 5.2.6 Requests for space for activities between July 1 and September 15 must be submitted to the school Principal (or designate) no later than June 1<sup>st</sup>.

**6. Fees (listed in the order of allocation priority) and Pricing Strategy**

- 6.1 **Board** (Group Type A): The internal users and entities whose use of school space is systemic to the functions and governance of the Algonquin and Lakeshore Catholic District School Board:
  - 6.1.1 Elections (municipal, provincial, federal);
  - 6.1.2 School/Board-administered;
  - 6.1.3 Parish;
  - 6.1.4 ***Pricing Strategy:*** *No fees are charged for School/Board-approved and Parish-based activities. Pricing for Elections are negotiated centrally with each level of government.*
  - 6.1.5 ***Example of Board category of use:*** *Parish religious services, Parish CWL, etc.*
- 6.2 **Youth** (Group Type B): The non-profit entities or other public agencies that use the school facilities whose primary purpose is to provide programs and/or services that are designed and operated to advance the academic success and healthy lifestyles of youth in the community:
  - 6.2.1 ***Pricing Strategy:*** *100% discount Cost Recovery for each space type;*
  - 6.2.2 ***Example of Youth category use:*** *Girl Guides, Boys and Girls Club, etc.*
- 6.3 **Community** (Group Type C): The non-profit entities or other public agencies that use the school facilities whose primary purpose is to provide programs and/or services that serve the local neighborhood or community, but are not explicitly designed and operated to advance the academic

success and healthy lifestyles of the children in the school and where zero or nominal admission or participation fees is charged:

6.3.1 **Pricing Strategy:** 50% discount Cost Recovery for each space type;

6.3.2 **Example of Community category use:** Adult Recreational Volleyball, Historical Society AGM, etc.

6.4 **Enterprise** (Group Type D): The non-profit or public entities that could be classed as Not-for-Profit Youth or Community, but whose primary purpose for this activity is to raise funds for their host organization or other entities:

6.4.1 **Pricing Strategy:** Cost Recovery for each space type;

6.4.2 **Example of Enterprise category of use:** Tournaments and coaching clinics with registration fees, etc. (e.g. a provincial sport association where revenue is held at the provincial or national level).

6.5 **Commercial** (Group Type E): The for-profit entities who are using the facility to raise revenue or brand awareness for the direct or indirect benefit of an individual, a Board of Directors or an entity's staff:

6.5.1 **Pricing Strategy:** 100% margin based on the Cost recovery rate;

6.5.2 **Example of Commercial category of use:** Sport and social clubs owned by an individual(s), private summer camps operating as business ventures, etc.

6.6 **Additional Service Charges:** The following Additional Service Charges may be required to ensure the responsible management of costs associated with making our properties available:

6.6.1 Key/Access Deposit: Mandatory refundable deposit when key(s) and access are approved by school Principal.

6.6.2 Security Deposit: At Principal's discretion when 199 or less participants. Mandatory fee when 200 or more participants.

6.6.3 School Day Music/Art Instruction: The rate is available on instructional days from school start time to school end time.

6.6.4 Fee in Support of Caretaker Overtime

6.6.5 Ontario School Board Insurance Exchange (OSBIE) Facility User Group Program: Only available for non-profit activities

6.7 **Donations in Lieu of Community Use Rates:** Income Tax Regulations considers a "gift to be the voluntary transfer of property without valuable consideration". The General Rule goes on to state that "a gift is made if all three of the conditions listed below are satisfied":

6.7.1 Some property-usually cash-is transferred by a donor to a registered charity;

- 6.7.2 The transfer is voluntary; and
- 6.7.3 The transfer is made without expectation of return. No benefit of any kind may be provided to the donor or to anyone designated by the donor, except where the benefit is of nominal value.
- 6.7.4 In the context of Community Use of Schools, “a gift to a school is not voluntary when there is an expectation that the donor will be permitted access to space in lieu of rental fees”.

**7. Types of Use** (Clarification of Fees and Additional Service Charges for types of use not defined in Sections 6.1 to 6.5):

**7.1 Board Employees and Family Access**

- 7.1.1 Staff-sponsored social events (such as children’s birthday parties and 50th anniversaries) are not Board-approved activities and must be privately insured by the user group. Summer Camps, Youth Leagues, Feeder Camps, March Break activities, etc. that are operated by Board employees, students, or volunteers and have bank accounts independent from Board financial systems cannot be considered Board-approved activities.
- 7.1.2 Board staff hosting, sponsoring or booking events/ activities during Community Use of Schools hours will be required to submit CUS Permit Applications and will be assessed fees consistent with the published Community Use of Schools Rate Schedule and Additional Service Charges.
- 7.1.3 A Caretaker is required to be on site for all social events (e.g. birthday parties, anniversaries, receptions, etc.) not affiliated with a non-profit organization (see 8.9.5)

**7.2 Board Category of Use: Elections and Parishes**

- 7.2.1 Returning Officers for Municipal, Provincial or Federal Elections must submit CUS Permit Applications and Certificates of Insurance.
- 7.2.2 All Parish and Archdiocese activities/events in a school facility or on Board property must be accompanied by a CUS Permit Application and a Certificate of Insurance.

**7.3 7.3.1 School Day Service Providers:**

School day service providers are required to submit Criminal Background Checks as described in *Administrative Procedures for Criminal Background Check for ‘Other Adults’ Having Regular and Direct Contact with Students.*

### 7.3.2 Music/Art Instructors

- 7.3.2 a) CUS Permit Applications will be submitted for all school day Music/Art instructors that are not employees of the Board or volunteers of the school. Unless a registered charity or a not-for-profit entity (as declared through Ontario tax regulations), a Music/Art instructor is a small business for the purposes of liability insurance. Refer to the Additional Service Charges: B) School Day Music/Art Instruction (see Community Use Rate Schedule Appendix 1) for applicable fees.
- 7.3.2 b) Music/Art Instructor recitals, fundraising activities (outside of school day hours) or summer camps will pay applicable category fees and are not eligible for Additional Service Charges: School Day Music/Art Instruction.

### 7.3.3 Sport/Physical Fitness Service Providers

- 7.3.3 a) CUS Permit Applications will be submitted for school day sport/physical fitness service providers that are not employees of the Board or volunteers of the school. Unless a registered charity or a not-for-profit entity (as declared through Ontario tax regulations), a school day sport/physical fitness provider is a small business for the purposes of liability insurance.
- 7.3.3 b) During a school day, which is prior to 6:00 PM on weekdays and during the school year, excluding Christmas, March Break and Professional Development Days, the fees for sport/physical fitness providers will be equivalent to the Community category of use (see Community Use Rate Schedule Appendix 1).

## 7.4 **Tournament and Coaching Clinics, Dance Competitions, Recitals, Vendor Fairs, etc.**

- 7.4.1 Weekend activities and events that have admission and/or registration fees for participants or members that are not part of the local league will be assessed under the Enterprise or Commercial category types.
- 7.4.2 Coaching clinics and tournaments, dance competitions, etc. where a portion of the revenue goes to a provincial or national sport association, will be assessed the Enterprise or Commercial category types.
- 7.4.3 Coaching clinics, tournaments, dance competitions, recitals vendor fairs, etc. will have a Caretaker on site and will be assessed the published Caretaker fees as per 8.9.3.
- 7.4.4 Vendor fairs are categorized as Commercial and will be assessed the published commercial fee. Permits are to be accompanied by a Certificate of Insurance and are not eligible for the OSBIE Facility User Group Program. All vendor fairs will have a Caretaker on site and will be assessed the published Caretaker fees as per 8.9.3.

## 8. Process

### 8.1 General

- 8.1.1 Applications will only be approved if all information is completed, valid insurance information has been obtained, and proof of licensing (where applicable) has been received. Payment is due, in full, upon approval of the permit and in advance of the first date of use. School administration does not have the capacity to act as accounts receivable and will not invoice for time and space for an event that has already occurred.
- 8.1.2 Once approved, the applicant will receive a copy of their permit via e-mail or, in the case where the user does not have access to email, a printed copy can be picked up at the school by the applicant.
- 8.1.3 The Algonquin and Lakeshore Catholic District School Board has a tiered approval system through the online Community Use of Schools Program.
- 8.1.4 Community groups must complete a Community Use Permit Application to use school facilities. Permit applications must be submitted to the Principal or designate no later than 14 business days prior to the first requested date.
- 8.1.5 Permits are not transferable.
- 8.1.6 Where a Lease Agreement, Shared Use Agreement or Joint Use Agreement exists, the Agreement holder is not permitted to transfer use to individuals, groups, organizations, or entities that are not under the direct governance or financial control of the Agreement holder.
- 8.1.7 Refer to the Categories Use section above and Community Use Rate Schedule (Appendix 1) to determine the rate of rental.
- 8.1.8 Permit holders shall adhere to all rules and regulations regarding the Community Use of Schools. Failure to do so could result in cancellation of the contract. Permit holders are responsible for all damages incurred while under the Community Use Permit.
- 8.1.9 Inquiries, concerns and/or complaints should be directed to the Principal or [communityuse@alcdsb.on.ca](mailto:communityuse@alcdsb.on.ca).

### 8.2 Liability and Insurance:

- 8.2.1 The Board is not responsible for personal injury or damage, or for the loss or theft of clothing and equipment, of anyone attending an event on the invitation of the applicant. This disclaimer also applies to the use of parking lots and playgrounds. The permit holder agrees to indemnify and save harmless the Board from any action or claim against it as a result of the use of school facilities by the user.
- 8.2.2 The permit holder is advised that he/she must provide proof of proper liability insurance as he/she is not covered under the Board's insurance policy.
- 8.2.3 Every permit holder must supply and provide proof of valid insurance. Permit holders shall request a Certificate of Insurance from their insurance broker for General Liability insurance in

the amount of \$2 million, naming the “Algonquin and Lakeshore Catholic District School Board” as an additional named insured on the policy. The Board will facilitate the purchase of insurance for not-for-profit groups who are unable to provide a Certificate of Insurance. The cost of the Additional Service Charge (insurance) will be reflected in the permit (see Appendix 3).

8.2.4 Permit Holder agrees to the following:

8.2.4 a) To assume full responsibility for the acts and conduct of all persons admitted to the premises;

8.2.4 b) To release the Board from any and all liability to any person for any loss, damage, or injury to any persons or property incurred in or upon the premises;

8.2.4 c) During the use and occupation of the premises, the Permit Holder shall indemnify and save harmless, the Algonquin and Lakeshore Catholic District School Board from and against any and all liability whatsoever resulting from injury or damage to person, persons or property as a result of the use and occupation of the premises. The organization shall further undertake and agree to indemnify and save harmless the Board, its employees, agents or students against any and all claims arising from use of the Board's premises and equipment.

8.3 **Alcoholic Beverages are not permitted on Board facilities or properties with exceptions only where there is a long-standing agreement that the school gymnasium is dual-purposed as a Parish hall and the event is considered to be a Parish function or an extension of a Parish function.**

Under the above exception:

8.3.1 The permit holder has obtained Board approval prior to the hosting of the event;

8.3.2 The permit holder has obtained a Special Occasion Permit from the Liquor License Board of Ontario and provides the Board with proof of the license;

8.3.3 The permit holder will display signs encouraging use of a designated driver;

8.3.4 The permit holder will display the telephone numbers for local taxi companies;

8.3.5 The permit holder must ensure that a minimum of \$2 million of third-party liability has been obtained;

8.3.6 The permit holder will employ servers of alcoholic beverages who are Smart Serve certified.

8.4 **Criminal Background Checks**

8.4.1 The Board assumes that an organization has a Volunteer and/or Human Resource Policy that requires Criminal Background Checks. The Principal may request copies of those Criminal Background Checks of users who have contact with students of the Board.

- 8.4.2 Under its *Administrative Procedures for Criminal Background Check for 'Other Adults' Having Regular and Direct Contact with Students*, the Principal requires Criminal Background Checks for users who have submitted CUS Permit Applications for space prior to 6:00 PM on school days.

## 8.5 **Non-profit Status and Documentation**

- 8.5.1 The Principal and/or the CUS Outreach Coordinator may require additional documentation to establish eligibility for subsidized use of space. The documents may include audited financial statements or copies of the organization's governance, harassment, volunteer policy(s), etc.
- 8.5.2 The governance structure and tax reporting of an entity is the determining factor in applying category fees. "Not making any money," on an event/activity, is not the defining characteristic of a not-for-profit organization. It is not the mandate of the Board to promote, facilitate or foster the business interests of individuals or groups who request to use school space for their own personal gain or profit.
- 8.5.3 The absence of private profit is a necessary attribute of charity. However, private profit refers to the distribution of the profit and/or capital of an entity to private individuals or non-charitable entities but does not include the payment of wages or allowances to employees, reimbursement of expenses, or payments for services.

## 8.6 **Facilities**

- 8.6.1 Where multiple spaces are booked, the hourly rate is applicable to each room.
- 8.6.2 Permission to use any outdoor area, i.e., playground, playing field/track, must be obtained through the application process for Community Use of Schools.
- 8.6.3 Permits for use of fields or sports fields do not include access to school change rooms, shower facilities or washrooms.
- 8.6.4 Vehicle parking is permitted only in designated parking areas. Parking is not permitted on grass or asphalt play areas.
- 8.6.5 Smoking is prohibited on all Board property, as outlined in the *Tobacco Control Act*. The permit holder shall be responsible for informing its participants that smoking is prohibited.

## 8.7 **Advertising and Content**

- 8.7.1 No utterance, portrayal, display or performance of an obscene or disloyal nature will be permitted.
- 8.7.2 An organization whose policies or activities are contrary to the philosophy, mission and values of the Board, shall not be granted use of any property of the Board.

- 8.7.3 No advertising in connection with any permit applicant's activities/events are to be displayed on or affixed to any part of the school grounds or buildings unless authorized by the Board under its *Administrative Procedures for Product or Service Endorsement/Advertising in Schools*.

## 8.8 Restrictions on Request for Space

- 8.8.1 A permit holder shall not use the facilities unless the designated online Permit Application is received and approved in accordance with this Policy. The permit request must be made at least 14 days prior to the date of the activity.
- 8.8.2 Users with Lease Agreements, Joint Use Agreements or Shared Use Agreements are required to submit CUS Permit Applications for use of space not defined by their specific Agreement.
- 8.8.3 Permits will be invalid when schools are closed due to inclement weather or mechanical failures.
- 8.8.4 It is the Permit Applicant's responsibility to monitor weather announcements online at <http://www.triboard.on.ca/>, through the media and/or by calling the school for confirmation.
- 8.8.5 Permits will not be issued for statutory holidays or during Summer Break, Christmas holidays, March Break, and Professional Development days without notification to the Outreach Coordinator and the Plant Operations Manager.
- 8.8.6 Amusement devices are not to be used at school events such as fun fairs or through permits associated with Community Use of Schools. This includes air castles or other air structures, climbing walls, zip lines, roller coasters, hay rides, etc.
- 8.8.7 Unmanned Air Vehicle Systems (UAVS/Drones) are not permitted on school facilities or properties.

## 8.9 Custodial Services

- 8.9.1 Normally, the school shall be opened and closed by either the Principal, or designate, or the Caretaker. The designate shall be a responsible person over the age of 21 years.
- 8.9.2 Caretaking staff is on duty for the care and protection of school property and not as supervisors of an activity in progress.
- 8.9.3 Caretaker overtime will commence one half hour prior to the permitted start time and end one hour after the permitted end time.
- 8.9.4 A Caretaker is required to be on site for all activities with 200 or more participants.
- 8.9.5 A Caretaker is required to be on site for all social events not affiliated with a non-profit organization as determined in clause 6.1.3 and section 8.5.

## 8.10 **Food Preparation**

- 8.10.1 Use of the kitchen equipment and small wares, is not permitted in schools which have cafeteria facilities.
- 8.10.2 Nuts and nut products, shellfish and latex (balloons) are common allergens and pose a significant health risk to some of our students and community members. These products are not allowed in our schools.

## 8.11 **Equipment**

- 8.11.1 Principals may deny the use of a gymnasium for permits that include floor hockey, ball hockey, or indoor soccer.
- 8.11.2 Rubber-soled, non-skid and non-marking shoes must be worn during all athletic functions held in school gymnasiums and/or general purpose rooms. Proper athletic shoes must be worn on the court areas of all secondary school gymnasiums.
- 8.11.3 All tables, chairs, dishes and other equipment brought into the facility by the permit holder shall be removed promptly after the permit activity.
- 8.11.4 Permit holders are not permitted to store furniture, equipment or material in any facilities.
- 8.11.5 Use of gymnasium equipment, other than the use of basketball nets and volleyball standards are not available. Use of any other gymnasium equipment will be allowed only with approval of the Principal (or designate). Only the specific items requested on the online Application Form will be left by the Principal (or designate) in the gymnasium. The permit holder shall be responsible for reimbursement of costs to repair any damage caused by its use of the equipment.
- 8.11.6 Use of electronic equipment such as Smart Boards or Computers will be allowed only with approval of the Principal (or designate). Only the specific items requested on the online Application Form will be left by the Principal (or designate) in the rented space. The permit holder shall be responsible for reimbursement of costs to repair any damage caused by its use of the equipment.

## 8.12 **Care and Control**

- 8.12.1 The permit holder using the premises shall be responsible for reimbursement of costs to repair any damage caused by its use to the building, grounds or equipment or lost or stolen items. The Board will seek full restitution for any theft/loss and/or damage done to its buildings, equipment or grounds by the rental group/organization.
- 8.12.2 If police supervision, security guards or fire marshals are required, they will be recruited and paid for directly by the permit holder.

## 8.13 Fire Prevention:

- 8.13.1 All scenery, special effects, props, etc., must be approved by the Principal at least 24 hours prior to presentation or dress rehearsal. Use of pyrotechnics, smoke machines and dry ice is strictly forbidden.
- 8.13.2 The seating capacity in the gymnasium and cafeteria/cafetorium must not exceed the Fire Department's limit indicated on the capacity listings posted in these facilities.
- 8.13.3 In compliance with Fire Regulations, immediately on the sounding of the fire alarm, lights will be turned on and the participants will be requested to leave by the nearest exit. Only when the fire is brought under control or is determined that it is a false alarm by the Fire Department, will the participants be allowed to re-enter the space.
- 8.13.4 Permit holders will be charged the cost of fees for security, police or fire department false alarms during the permit holder's booking if the false alarm is caused by the permit holder group.

### **Appendices**

- Appendix 1: Community Use Rate Schedule – Effective July 1, 2012
- Appendix 2: Additional Service Charges – Effective July 1, 2012
- Appendix 3: Additional Service Charges (Insurance) – Effective January 1, 2012
- Appendix 4: Community Use Permit Application Internal Process

### **Forms**

### **Associated Documents**

Approved: May 28, 2013

Revised: May 23, 2017