



Use of School Facilities

Board Received: March 26, 2012

Review Date: April 2015

Policy Statement:

The Grand Erie District School Board will permit approved applicants to use its school facilities outside regular school hours, in accordance with the following principles:

- a) The School Board shall determine operating procedures to protect its property and to manage the community use of school facilities.
- b) The School Board will not subsidize any community group activities with funds provided by the province for the education of the Board's pupils.
- c) Official school activities scheduled outside regular school hours shall take priority over community use activities. Board staff will be given the opportunity to book facilities for after hour Board activities before the facilities are made available to community groups.

Accountability:

- 1. Frequency of Reports – As needed
- 2. Severity Threshold – As needed (eg. public concerns raised; concerns over unusual cost-recovery)
- 3. Criteria for Success – Community use of facilities is enhanced
– School-designated activities take precedence
– Community use shall not be subsidized with funds provided by the province for the education of the Board's pupils.

Procedures:

1. Specific Requests:

a) Community Groups and Affiliated Definitions:

1. Community Groups

A community group is defined as any group or organization operated by volunteers whose primary purpose is to provide recreational, educational, religious, health and cultural services or activities to the community as a whole and does not operate as a business venture with the primary purpose of producing a monetary profit or for the financial benefit of its officers, directors or organizers.

2. Affiliates

An "affiliate" is defined as non-profit, volunteer organization approved for affiliation by a municipal Recreation Authority for the purpose of making recreational and/or cultural programs available to all residents of the local community.

Affiliated groups requesting use of school facilities for recreational purposes must indicate through the Board's online permit system, which municipal Recreational Authority with whom they are affiliated. Groups not affiliated with a recreation authority shall make application directly to the Board's Rental Services using the online application process.

b) **Schools as Election Polling Stations**

The Board will co-operate in providing the necessary accommodation for polling booths for municipal, provincial, and federal elections, and in accordance with applicable legislation. All permits or agreements governing the use of board facilities as election polling stations will be required to comply with the Board's Risk Management Advisory - Procedures for Schools Used as Polling Stations. The Principal of the specified school is to be contacted re location of the polling booth(s) within the school building. School administrative staff is required to follow the direction in the Board's Administrative Memorandum AM32 - Election Protocol.

c) **Education Services**

Service charges will be levied to recover costs for the use of school facilities by other education services, such as universities and colleges.

d) **Parent Groups, Home and School Associations, Alumni Associations, etc.**

Groups and associations wishing to host a school-sanctioned event, must request the school staff to submit the application in the school name on behalf of the organization with the consent of the school principal. Applications for events by groups and associations who do not apply through the school will not be considered a school-sanctioned event and will be subject to the usual rental and service charges of the board.

2. Buildings:

- a) Schools within the jurisdiction of the Grand Erie District School Board shall be given priority for the use of school facilities on non-school days or after 6:00 p.m. on school days.
- b) By June 30th each year, elementary and secondary schools must input requests for the next school year's activities scheduled to take place on non-school days or after 6:00 p.m. on school days using the Board's online permit system. Any changes to these requests are to be completed online with no less than three (3) days' notice.
- c) The Superintendent of Business and Treasurer reserves the right to waive rental fees, provided there is no extra expense to the Board.
- d) The Principal is responsible for approving the use of school facilities for school related activities which take place on school days between 8:00 a.m. and 6:00 p.m.
- e) The Rental Services is responsible for approving the use of school facilities for activities taking place on non-school days or after 6:00 p.m. on school days.
- f) Child Care programs covered under d) above, will require contract approval or a lease agreement as determined by Senior Administration in addition to approval by the school principal.

3. Limitations:

- a) **Groups:** Groups which might reasonably be expected to have their own accommodation will be limited to one year's use.
- b) **Non-Instructional Periods:** Use of facilities during these times is only through special agreement with the Board (see 6 d) below).
- c) **Libraries:** May be used only for meetings conducted by approved groups and are subject to final approval of school administrator.

- d) Priority Schools: The intention of this funding is to make specific community programs more accessible to certain groups by reducing the operating cost to agencies.
4. General Procedures:
- a) The Board will consider applications for the use of school facilities, subject to availability.
 - b) Community organizations which have a long-standing, responsible use of the Board's facilities may be given the first opportunity to renew the times they have reserved in the past, providing the Board does not require the space / time for its own purposes. Community groups will be given renewal notices by May 15 and must respond no later than June 30 to reserve their space for the following year.
 - c) When two or more community groups request the same time and space, preference for accommodation will be given to the sport that is in season over the sport that is off season.
 - d) In all cases where permits allow the serving of alcoholic beverages, the permit holder shall be required to guarantee that:
 - i) no intoxicating beverages will be permitted on the premises except where a Liquor License Permit and public liability insurance that includes alcohol liability, such as Party Alcohol Liability (P.A.L.) has been procured and is in place prior to the event;
 - ii) the use of a designated driver program has been encouraged;
 - iii) posters warning of the dangers of driving after drinking, will be prominently displayed at the event;
 - iv) posters indicating that there will be no smoking on Board property are displayed;
 - v) the permit holder makes use of "qualified smart servers" as required by the Liquor Control Board;
 - vi) a minimum of two (2) police officers are in attendance for the duration of the event;
NOTE: the Board reserves the right to waive this clause at its own discretion for certain events, e.g., weddings, etc. Permission may only be granted by the Superintendent of Business or designate.
 - e) The Board's "No Smoking on Board Property" Policy applies 24 hours per day. Rental applicants must ensure that patrons move off Board property for smoking purposes, not just outside the building.
 - f) Depending on the size and nature of the event, supplementary security and/or custodial services may be required by the Board, the cost of which will be the responsibility of the applicant.
 - g) All events must have sufficient adult supervision, one of whom has been appointed and/or designated by the person in charge named on the Permit.
 - h) Rentals may be cancelled when buildings are closed because of inclement weather, strike, or other cause beyond the control of the Board.
 - i) Permission for the community use of school facilities is granted solely at the discretion of the Board.
5. Service Charges: See 1a) 1. and Appendix C
- a) Service charges to community user groups are subsidized under the Community Use of Schools Grant provided by the Ministry of Education.
 - b) The rate of subsidy will be determined annually based on the grant provided to the Board.
 - c) Overtime rates paid to board staff who assist with Community Use of Schools will be adjusted according to contractual obligations the Board has negotiated with its staff.
 - d) Priority Schools are designated by the Ministry of Education and are made available at no cost to those organizations who qualify under the definitions set out by the Ministry for the duration of the funding.

6. Application Forms/Permits:

- a) All persons applying for use of school facilities must complete an Online Application form. Such application should be completed at least two (2) weeks prior to the activity. A Community User Guide can be requested by emailing schoolrentals@granderie.ca.
- b) Applicants will receive an electronic copy of their approved application
- c) Permits must be presented to gain access to the premises. Permit holders must ensure that all those participating in any event held by the permit holder, remain in only those areas designated on the application. Permit holders shall be responsible to see that all persons admitted have vacated the school grounds at the time specified on the permit.
- d) No permits shall be issued for statutory holidays, or during the Christmas, March and Summer Breaks, school examination periods or board professional development days without approval from senior administration.
- e) The Board reserves the right to cancel any permit without notice upon breach of any of the conditions (see Appendix B) or fire regulations, or should the Board be of the opinion that the premises are not to be used for the purpose contained in the application. Insurance fees are non-refundable.
- f) The applicant acknowledges and assumes full responsibility for proper supervision and conduct of participants, and for any claims arising out of improper supervision or conduct of participants in any of the activities or events it conducts. The permit holder agrees to indemnify and save harmless the Board from all such claims arising there from.
 - i) For all activities and events, two (2) responsible adults, one of whom must be the applicant(s) or person(s) in charge must be in attendance for the duration of the event, and must stay until the premises are vacated, and whenever possible, notify the Board's representative when leaving.
 - ii) For activities and events involving minor children, the applicant must also assure a minimum ratio of 1:20 is maintained for the duration of the event.
- g) Applicants may be requested to meet with the Board's representative at the school before the event.
- h) The applicant, in accepting a permit, assumes full responsibility for all damages arising from the use of school facilities. Should damages occur, the Board representative will complete a Vandalism Involving Property and Unusual Occurrence Report, detailing any damage or misuse of facilities, including facilities being left in unsatisfactory condition by the applicant. A copy of the Report will be sent to the Superintendent of Business and Treasurer, one copy left with the School Principal and a copy sent to the permit holder along with an invoice detailing the damages and a request for restitution
 - i) The applicant is responsible for the enforcement of all fire regulations and must ensure that no obstructions are placed in corridors or in front of fire exits.
 - j) Any proposed additions or alterations to any part of the structure or services are to accompany the application and must be approved by the Manager of Facility Services.
 - k) All permit holders are responsible to determine if there are any local, provincial, or federal fees or taxes application to the function and to collect and remit such fees or taxes to the proper government authority.
 - l) Vehicle parking is permitted only in designated parking areas.
 - m) Where catering services are required, the permit holder must make private arrangements with the Food Services Company at the site who is under contract with the Board.
 - n) The Board accepts no responsibility for personal injury or damage or for the loss or theft of any articles belonging to the rentee or to persons attending the function.
 - o) Signs or decorations may not be attached to walls or elsewhere without prior arrangement with and approval from the Board representative.

7. Insurance:

- a) The School Board does not provide liability insurance for community use of its premises. All permit holders, including municipal affiliates are required to provide the Board's Rental Services with a Certificate of Insurance in the amount of not less than two million dollars (\$2,000,000) per occurrence, with the School Board named as additional insured. Failure to provide such a Certificate prior to the first date of the event(s), shall result in cancellation of the permit.
- b) Any group not able to provide a Certificate of Insurance as outlined in 7(a) shall make application to purchase through the School Board's online permit application process. Such application will be subject to the approval of the insurance carrier. Premium costs are the responsibility of the permit applicants.
- c) The permit holder agrees and undertakes to fully indemnify the Board from and against any and all liability which the Board may incur in any manner arising out of the permit holder's use of or activity on the premises or property of the Board.

APPENDIX A

**Grand Erie District School Board
Use of School Facilities**

SCHOOLS AVAILABLE FOR COMMUNITY USE

Definition: A “community group” is defined as any group or organization operated by volunteers whose primary purpose is to provide recreational, educational, religious, health and cultural services or activities to the community as a whole, and does not operate as a business venture with the primary purpose of producing a monetary profit or for the financial benefit of its officers, directors or organizers.

Definition: An “affiliate” is defined as non-profit, volunteer organization approved for affiliation by a municipal Recreation Authority for the purpose of making recreational and/or cultural programs available to all residents of the local community.

BRANT / BRANTFORD AREA	HALDIMAND AREA	NORFOLK AREA
Agnes G. Hodge PS Banbury Heights S Bellview PS Branlyn CS (<i>ALT</i>) Brier Park PS Burford District Elementary S (<i>W</i>) Cedarland PS Centennial-Grand Woodlands S Central PS, Brantford Cobblestone Elementary S Coronation PS, Brantford Dufferin PS Echo Place S Fairview S Glen Morris Central PS Graham Bell-Victoria PS Grand View PS (<i>PrS</i>) Greenbrier PS James Hillier PS King George S Lansdowne-Costain PS Major Ballachey PS (<i>PrS</i>) Mt. Pleasant S Oakland-Scotland (<i>W</i>) Onondaga-Brant PS North Ward S Paris Central PS Prince Charles PS Princess Elizabeth PS Russell Reid PS Ryerson Heights ES St. George-German PS Walter Gretzky ES (<i>ALT</i>) Woodman Drive S Brantford Collegiate IVS North Park Collegiate VS Paris District HS Pauline Johnson Collegiate VS (<i>PrS</i>) Tollgate Technological SC	Anna Melick Memorial S (<i>W</i>) Caledonia Centennial PS Dunnville Central PS Fairview Avenue PS Hagersville Elementary S Jarvis PS J.L. Mitchener PS Oneida Central PS (<i>W</i>) River Heights S Seneca Central PS (<i>W</i>) Thompson Creek ES Walpole North ES (<i>W</i>) Cayuga Secondary S Dunnville Secondary S Hagersville Secondary S McKinnon Park Secondary S	Bloomsburg PS (<i>W</i>) Boston PS (<i>W</i>) Courtland PS Delhi PS Doverwood PS Houghton PS (<i>W</i>) Langton S (<i>W</i>) Lynndale Heights PS Port Rowan PS Teeterville PS (<i>W</i>) Waterford PS West Lynn PS Delhi District Secondary S Port Dover Composite S Simcoe Composite S Valley Heights Secondary S (<i>W</i>) Waterford District High S

ALT Indicates there is an alternate contact to request use of this school.

PrS Indicates the school has been designated as a priority community use school which provides free use of schools to those groups identified by the Ministry of Education.

W Indicates the school’s water is supplied by a well which must be tested daily by a qualified GEDSB staff member. A charge for this service will be levied to groups requesting non-school day use of board buildings. Where regulations exist for daily flushing of water lines, a service charge will be levied to those groups who have not entered into agreement with, and training from the Board.

APPENDIX B

Grand Erie District School Board Use of School Facilities

CONDITIONS

For more details, please view the board's policy FT4.
A copy of the current conditions will be sent with the approved permit.

1. ACCESS

Schools within the jurisdiction of the Grand Erie District School Board (*Board*) shall be given priority for the use of school facilities on non-school days or after 6:00 p.m. on school days. The Principal is responsible for approving the use of school facilities for activities which take place on school days, between 8:00 a.m. and 6:00 p.m. Outside agencies must obtain permits for activities between 8:00 am and 6:00 pm which will not be approved until the Rental Secretary receives a valid insurance certificate and written permission from the school Principal. Rental Services is responsible for approving the use of school facilities for activities taking place on non-school days or after 6:00 p.m. on school days. Permission for the community use of school facilities is granted solely at the discretion of the Board and subject to availability. Permits are not normally considered for statutory holidays, Professional Development Days, school examination periods, or during the Christmas, March or summer breaks.

Permit holders will receive electronic confirmation of approved permits which must be printed and presented to gain access to the premises. The applicant/s or person/s in charge or designate/s must be in attendance at the function, and must stay until the premises are vacated, and whenever possible, notify the Board's representative when leaving. Permit holders must ensure that all those participating in any event held by the permit holder, remain in only those areas designated on the application. Permit holders shall be responsible to see that all persons admitted have vacated the school property at the time specified on the permit.

2. GENERAL REQUIREMENTS AND RESTRICTIONS

Applicants may be requested to meet with the Board's representative at the school before the event. The permit holder agrees not to carry on any activities while on Board property that would be in contravention of bylaws, fire safety regulations or otherwise be of an unlawful nature or which may be deemed to be a nuisance or offensive. The permit holder is responsible to determine if there are any local, provincial, or federal fees or taxes application to the function and to collect and remit such fees or taxes to the proper government authority.

- a. The applicant is responsible for the enforcement of all **fire regulations** and must ensure that no obstructions are placed in corridors or in front of fire exits. Some events involving tables and chairs may require submission of a floor plan for Fire Safety compliance and approval.
- b. **Signs or decorations** may not be attached to walls or elsewhere without prior arrangement with and permission from the Board representative. Any proposed additions or alterations to any part of the structure or services are to accompany the application and must be approved by the Manager of Facility Services.
- c. **Vehicle parking** is permitted only in designated parking areas.
- d. Where **catering services** are required, the permit holder must make private arrangements with the Food Services Company under contract with the school
- e. No **food or flavored drink** is to be taken into the gyms or auditorium without school approval.
- f. **No nut products** are to be brought into any school.

3. CANCELLATION / ALTERATIONS

- a. Requests for cancellations or alterations to permits must be made through the on-line data base at least 5 days in advance. A cancellation fee of \$25 will be levied to groups not providing proper notice.
- b. Rentals will be cancelled when buildings are closed because of inclement weather, strike, or other cause beyond the control of the Board.
- c. The Board reserves the right to cancel any permit without notice upon breach of any of the conditions as stipulated within this Appendix (Appendix B) or fire regulations, or should the Board be of the opinion that the premises are not to be used for the purpose contained in the application. Conduct that is unbecoming or inappropriate on Board property will result in the cancellation of the permit.

4. EQUIPMENT

With the exception of tables and chairs, the use of school equipment for a user group is at the discretion of the School Principal who may impose a user fee or replacement charge for damaged equipment. Any arrangements must be made in advance of the permit start date. The Board does not supply tables and chairs other than those that are currently available in the requested school. The set up of the equipment is the responsibility of the applicant, under the supervision of a Board representative, unless other arrangements have been made ahead of time. Additional costs may apply.

5. SUPERVISION

The applicant acknowledges and assumes full responsibility for proper supervision and conduct of participants, and for any claims arising out of improper supervision or conduct of participants in any of the activities or events it conducts. The permit holder agrees to indemnify and save harmless the Board from all such claims arising there from.

- i) For all activities and events, two (2) responsible adults, one of whom must be the applicant(s) or person(s) in charge must be in attendance for the duration of the event, and must stay until the premises are vacated, and whenever possible, notify the Board's representative when leaving.
- ii) For activities and events involving minor children, the applicant must also assure a minimum ratio of 1:20 is maintained for the duration of the event.

6. DAMAGES

Any activity which may result in damages to the school facility will be prohibited. The applicant, in accepting a permit, assumes full responsibility for all damages arising from the use of school facilities. Should damages occur, the Board representative will complete a Vandalism Involving Property and Unusual Occurrence Report, detailing any damage or misuse of facilities, including facilities being left in unsatisfactory condition by the applicant. Copies of the Report will be sent to the Superintendent of Business and Treasurer, the School Principal and the permit holder.

7. INJURIES or LOSS

The permit holder agrees to indemnify and save harmless the Board from all such claims arising from injuries sustained by participation in such activities during the rental period. The Board accepts no responsibility for personal injury or damage or for the loss or theft of any articles belonging to the renter or to persons attending the function.

Critical Injuries: All injuries of a serious nature must be communicated to the Board's Health & Safety Officer immediately at 519-718-0215. A critical injury is an injury of a serious nature that: places life in jeopardy; produces unconsciousness; results in a substantial loss of blood; involves the fracture of a leg or arm; involves the amputation of a leg, arm, hand, or foot; consists of burns to a major portion of the body; or causes the loss of sight in an eye.

8. FEES

All non-Board groups will be required to pay a permit application fee and any rental or custodial/service fees that are not covered by the Community Use of Schools Grant. Groups will also be responsible for any additional utility costs to the Board, and any justifiable expense incurred by the Board. Depending on the size and nature of the event, supplementary security and/or custodial services may be required by the Board, the cost of which will be the responsibility of the applicant. These costs will be outlined during the application process.

9. INSURANCE

Proof of Insurance (Certificate of Insurance) is required by permit holders in the amount of not less than \$2,000,000 per occurrence. The Grand Erie District School Board must be named as 'additional insured'. A copy of this certificate must be provided prior to the first date of the event/s. Failure to provide the certificate shall result in cancellation of the permit. Any group not able to provide a Certificate of Insurance as outlined above shall make application to purchase insurance through the School Board. Applications are made on-line and are subject to the approval of the insurance carrier. Premium costs are the responsibility of the permit applicants.

10. ALCOHOL

In all cases where permits allow the serving of alcoholic beverages, the permit holder must provide a copy of the Special Occasion Permit/Liquor License to the rentals office (can be faxed to 519 752-5147). The permit holder must guarantee that:

- a) the use of a designated driver program has been encouraged;
- b) posters, warning of the dangers of driving after drinking, will be prominently displayed at the event;
- c) posters indicating that there will be no smoking on Board property are displayed;
- d) the permit holder makes use of "qualified smart servers" as required by the Liquor Control Board;
- e) public liability insurance is in place prior to the event that includes alcohol liability such as P.A.L.; and
- f) a minimum of two police officers are in attendance for the duration of the event. NOTE: The board reserves the right to waive this clause at its own discretion for certain events.

11. NO SMOKING

The Board's "**No Smoking on Board Property**" policy applies 24 hours per day. Rental applicants must ensure that patrons move off Board property for smoking purposes, not just outside the building.

**Grand Erie District School Board
Use of School Facilities**

Per Hour Charge for Use of Area	Permit Type 1-A Non-Profit Youth or Municipal Affiliate	Permit Type 1-B Non-Profit other than Youth or Municipal Affiliate	Permit Type 2 Non-Profit (Other)	Permit Type 3 Commercial / Private User	Permit Type 4 Grand Erie Board / School Use	Permit Type 5 Non-Profit (Priority Schools)
	<ul style="list-style-type: none"> • Cubs, Scouts, Brownies, etc. • Appropriate affiliate activities covered in Reciprocal Use Agreements (other than tournaments) • Organizations donating to a Grand Erie District School an amount of money greater than the fee charged for the use of the facility. • Affiliated minor sports activities (not including tournaments or adult activities) • School Alumni Activities sanctioned by school administrator 	<ul style="list-style-type: none"> • Red Cross • St. John's Ambulance • Approved Health Unit activities • Short term use by municipal emergency services 	<ul style="list-style-type: none"> • Non-affiliated Youth Groups • Fund-raising Events • Church Groups - occasional meetings • Service Club meetings • Amateur Drama Clubs • Non-affiliated Community Groups • Affiliated Adult Recreational Activities • Local Cultural groups • Other Educational Groups i.e. colleges, universities • Tournaments • Union / Federation Events • School Alumni Activities NOT sanctioned by school administrator 	<ul style="list-style-type: none"> • Non-affiliated Adult Recreational Activities • Commercial Enterprises • Professional Theatre Groups • Church services • Private Individuals • Political Groups • Private Fitness and Dance Instructional Groups 	<ul style="list-style-type: none"> • Student and Staff Sports Teams sanctioned by school administrator • School Clubs • School Council meetings • Administrative or other staff meetings 	<ul style="list-style-type: none"> • Not-for-Profit Youth-Related Community Groups ¹ • Not-for-Profit Recognized Children's Sport and Recreation Service Providers (not including tournaments) ¹ • Not-for-Profit Childcare Operations (Before and After Programs) ¹ • Other Not-for-Profit or Charitable Groups ¹ <p>¹ As defined by the Ministry of Education</p>
Classroom	\$0.00	\$3.75	\$7.50	\$15.00	N/A	\$0.00 *
Cafeteria (No Kitchen Use)	\$0.00	\$12.50	\$25.00	\$50.00	N/A	\$0.00 *
Library (Elementary)	\$0.00	\$7.50	\$15.00	\$30.00	N/A	\$0.00 *
Library (Secondary)	\$0.00	\$10.00	\$20.00	\$40.00	N/A	\$0.00 *
Single Gym /Auditorium	\$0.00	\$10.00	\$20.00	\$40.00	N/A	\$0.00 *
Stage (Elementary)	\$0.00	\$12.50	\$25.00	\$50.00	N/A	\$0.00 *
Stage (Secondary)	\$0.00	\$17.50	\$35.00	\$70.00	N/A	\$0.00 *
Double Gym	\$0.00	\$15.00	\$30.00	\$60.00	N/A	\$0.00 *
Triple Gym	\$0.00	\$20.00	\$40.00	\$80.00	N/A	\$0.00 *
Custodial Fees	25% of actual costs	25% of actual costs	50% of actual costs	100% of actual costs	N/A	0% *
Permit Application Fee	\$25.00 to maximum of \$100 per year	\$25.00 to maximum of \$100 per year	\$25.00 to maximum of \$100 per year	\$25.00 to maximum of \$100 per year	N/A	\$0.00 *
All costs are subject to HST in addition to fees or hourly rates *Subject to the limits of Ministry of Education Priority School Funding						