



Community Use of Schools

Board Received: January 25, 2016 Review Date: February 2020

1. Policy Statement:

The Grand Erie District School Board believes in supporting its communities by making school board facilities available to the public and supports the Community Use of Schools Program that fosters partnerships and community relationships.

2. Accountability:

Frequency of Reports - As needed

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.

3. Guiding Principles:

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 subsidize any community group activities with funds provided by the province for this purpose. Funds provided for educational purposes will not be used to subsidize the Community Use of Schools Program.
- 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.
- d. The Use of Grand Erie District School Board facilities for Community Use must enhance mental, physical and social well-being through a safe and inclusive environment.
- e. The Community Use of Schools program is a cooperative program through the mutual support of Board administration, Principals, custodians, school staff and the Community at large.
- f. Board staff shall follow the Community Use of Schools Policy when using school space for non-school sponsored events.
- g. Community Use of Schools Fees are reviewed and adjusted when required with Board approval.

4. Definitions:

a. Community Users

Community Users include anyone who attends a Community Use of Schools event at a Board facility, including participants, leaders, of the group and or audience.

b. Community Use Event

A Community Use event is any event held at a Board facility that is applied for through the Community Use of Schools program and for which a Community Use Permit has been issued.

c. Community Use Permit

A Community Use Permit is issued by the Board and is the authority for the use of a school for all Community Use events.

d. Applicant

The Applicant is the person who submits the Community Use Application.

e. Permit Holder

The Permit Holder is the person and or Organization named on the Community Use Permit.

f. Permit Holder Designate

The Permit Holder Designate is the person designated by the Permit Holder to be the representative at the Community Use Event.

g. Historical Bookings

Booking from any permit type that have been booking with the Grand Erie District School Board for five or more consecutive years in the same facility and time.

h. Permit Types

The following permit types are defined in order to understand the priority of bookings and fee structure:

i) Affiliates-Type 1

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. This does not include tournament events.

ii) Non-Profit Youth and Other-Type 1-A

Not for profit youth groups or groups that are donating to the Grand Erie District School Board in an amount that is greater than the fee charged for the use of the facility. This also includes School Alumni sanctioned by the school administrator, Cubs, Scouts, Brownies and other Non-Profit Youth groups not affiliated with a Municipality.

iii) Non-Profit, Non Youth-Type 1-B

Groups that are providing community services but are adult focussed. Examples are Red Cross, St. John's Ambulance, Health Units and short term use by municipal emergency services.

iv) Non-Profit (Other)-Type 2

Fundraising Events, Church Group meetings, Service Club meetings, Amateur Drama Clubs, Non-Affiliated Community Groups, Local Cultural Groups, Other Educational Groups i.e. Colleges and Universities, Tournaments, Union/Federation events, School Alumni Activities NOT sanctioned by school administrator and Non-Affiliated Adult Recreation.

v) Commercial/Private User-Type 3

Commercial enterprises, professional theatre groups, Church Services, Private individuals, Political Groups, Private Fitness and Dance Instructional Groups.

vi) Grand Erie District School Board/School Use-Type 4

Student and staff events sanctioned by the school administrator, school Clubs and School Council Meetings, Administrative or other staff meetings and sports teams.

vii) Non-Profit Priority Schools-Type 5

Not for profit youth related Community Groups, Not for profit Children's Recreation Providers (not including tournaments) as defined by the Ministry of Education.

viii) Reciprocal Groups-Permit Type 6

Non-Profit Childcare and Before and After School Children's Recreation Providers (not including tournaments)

5. Responsibilities

- a. School Principals or designates are required to submit a permit for any activity after school hours.
- b. The Board is responsible to inform the Permit Holder or Permit Holder Designate of any scheduling changes and administer any applicable refund.
- c. Community Users, Permit Holders and/or Permit Holder Designate are solely responsible for personal injury and/or damage, loss or theft of clothing and equipment, of anyone attending a Community Use Event anywhere on Board property, including all grounds and parking lots.
- d. The Permit Holder or Permit Holder Designate is liable for all damages and injuries due to their Community Use activity.
- e. The Permit Holder, Permit Holder Designate and /or affiliated organization agree to indemnify and save harmless the Board from any action or claim being brought against it as a result of the use of the school facilities by the community user.
- f. Community Users are not covered under the Board's liability insurance policy.
- g. All Community Use of Schools permits shall provide a valid liability insurance certificate with their Application.
- h. The Permit Holder or Permit Holder Designate shall be responsible for the security and safety of Board facilities while they are using the facility.
- i. All persons admitted to the Board facility for a Community use event agree to abide by all policies and procedures of the Board.

- j. All Community Users must adhere to the Board's Codes of Conduct and demonstrate respectful behaviour at all times. The permit Holder and /or Permit Holder Designate is responsible for conduct, supervision and the preservation of order for the scheduled event.
- k. Violation to the Community Use Permit or misconduct by Community Users and /or Permit Holders may result in immediate cancellation of the Community Use Permit.
- l. Permit Holders or Permit Holder Designate are responsible to inform the Board of any scheduling changes at least three business days prior to date of the Event.

6. Procedures

- a. Community Use of Schools staff 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, subject to availability.
- b. 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.
- c. 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.
- d. School Board administrators must submit permit requests for use on non-school days or after 6:00pm and changes must be completed no less than three days' notice.
- e. The Superintendent of Business and Treasurer reserves the right to waive rental fees, provided there is no extra expense to the Board.
- f. Historical users may be given the opportunity to renew the facilities and times they have reserved in the past, providing the Board does not require the space / time for its own purposes.
- g. When two or more community use events 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.
- h. Bookings are based on the following Priority:
 - Grand Erie District School Board
 - Historical Groups
 - Municipal Direct Programs governed through Joint Use of Facilities Agreements
 - Affiliated Groups identified through Joint Use of Facilities Agreements
 - Others
- i. Child Care programs, Best Start Early Learning and Parenting Centres and Before and After School Program Providers, will require contract approval or a lease agreement as determined by Senior Administration in addition to approval by the school principal.
- j. 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 Board's procedures.

- k. Parent Groups, Home and School Associations, Alumni Associations:
Groups and associations wishing to host a school-sanctioned event, must have the consent of the school principal and request the Principal to submit the application in the school name on behalf of the organization. Applications for events by groups and associations who do not apply through the Principal will not be considered a school-sanctioned event and will be subject to the usual rental and service charges of the board.
- l. The Board's "No Smoking on Board Property" Policy applies 365 days per year and 24 hours per day. Community Use applicants must ensure that patrons move off of Board property for smoking purposes, not just outside the building.
- m. Depending on the size and nature of the event, supplementary security and/or custodial services may be required, the cost of which will be the responsibility of the applicant.
- n. All events must have sufficient adult supervision, one of whom has been appointed and/or designated by the Permit Holder.
- o. Permission for the community use of school facilities is granted solely at the discretion of the Board.

7. Restrictions and Limitations

- a. The Grand Erie District School Board does not permit overnight bookings as a Community Use Event. For Grand Erie Use, permit requests for overnight bookings will only be approved for events that are not requesting to provide sleeping accommodations.
- b. Bookings are initially limited to two bookings per week per rental facility to ensure that all rental groups have an opportunity to book space. Additional bookings can be submitted two weeks after the date in which all users can book space.
- c. Permits will be cancelled when buildings are closed because of inclement weather, strike, or other cause beyond the control of the Board.
- d. Groups which might reasonably be expected to have their own accommodation will be limited to one year's use. Ie. Church Services
- e. Use of facilities during Non-Instructional periods is only through special agreement with the board.
- f. Libraries and classrooms may be used only for meetings conducted by approved groups and are subject to final approval of school administrator.
- g. 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.
- h. Alcohol Events: Community Use Events planning to serve alcohol must adhere to the Board's Alcohol Event requirements that include, detailed event plan, Special Occasion Permit, procured Party Alcohol Liability, designated driver program, signage that warns of drinking and driving and no smoking on Board property, certified smart servers and a minimum of two (2) police officers.

- i. Schools where the water is supplied by a well must be tested daily by a qualified Grand Erie District School Board staff member on any day that children under 18 years of age will be present in the building. Groups may enter into agreement with, and training for water flushing from the Board.
- j. High risk activities and or machines (e.g. fireworks or pitching machines) that may cause injury to people or may damage school property are not permitted in any school.
- k. The use of any school equipment by the permit holder is solely at the discretion of the school Principal.
- l. Grand Erie District School Board does not permit products that contain nuts in its facilities. Community Users shall avoid bringing into a school facility any product posted in a school as an allergy hazard.

8. Fees

- 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.
- e. For schools who have water supplied by a well and require testing daily, a charge for this service will be levied to groups requesting non-school day use of board buildings.
- f. 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.
- g. The Fee Schedule outlining all fees to be paid, shall be established by the Board and may be adjusted annually or sooner if contractual obligations are required.

9. Cancellation of a Permit

- a. A Permit Holder may cancel a Community Use event without cost (except for the non-refundable Administration Fee) provided that written notice (email accepted) and a phone confirmation be provided to the Community Use of Schools Clerk or designate at least three business days prior to the date of the event.
- b. If a Permit Holder does not give or provide adequate time for the Board to cancel, Community Use Permit incurred costs (e.g. custodial overtime, rental fees, technicians and administration fees) may be charged.
- c. Permits are non-transferable.

- d. The Board reserves the right to revoke a Permit at any time.

10. Insurance

- a. All permit holders, including municipal affiliates are required to provide the Community Use of Schools 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 shall make application to purchase insurance through the Community Use of Schools third party provider. Such application will be subject to the approval of the insurance carrier. Premium costs are the responsibility of the permit applicants.



Community Use of Schools

HANDBOOK



SUCCESS for Every Student

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1. Introduction

The Grand Erie District School Board has developed the Community Use of Schools Handbook as a tool and resource to clarify the policies and procedures that govern the Community Use of Schools program. This handbook is written to compliment the Community Use of School Policy-FT4. Where any conflict in language between the documents occurs, Policy FT4 shall govern.

The Grand Erie District School Board believes in supporting it's communities by making the school board facilities available to the public and supports the Community Use of Schools Program that fosters partnerships and community relationships.

2. The Community Use of School Program

The Community Use of Schools (CUS) program offers access to Grand Erie District School Board Facilities to organizations and individuals for various community programs. Funding for this program is provided by the Ministry of Education to offset costs related to community use. Funding is allocated to individual school Boards on an annual basis and fees are offset for Children and Youth providers, Non-Profit and Senior's groups.

3. Definitions:

a. Community Users

Community Users include anyone who attends a Community Use of Schools event at a Board facility, including participants, leaders, of the group and or audience.

b. Community Use Event

A Community Use event is any event held at a Board facility that is applied for through the Community Use of Schools program and for which a Community Use Permit has been issued.

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The Applicant is the person who submits the Community Use Application.

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The Permit Holder is the person and or Organization named on the Community Use Permit.

f. Permit Holder Designate

The Permit Holder Designate is the person designated by the Permit Holder to be the representative at the Community Use Event.

g. Historical Bookings

Booking from any permit type that have been booking with the GEDSB for five or more consecutive years in the same facility and time.

4. Eligible Users and Permit Types

The following permit types are defined in order to understand the priority of bookings and fee structure:

a. Affiliates-Type 1

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. This does not include tournament events.

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Not for profit youth groups or groups that are donating to the GEDSB in an amount that is greater than the fee charged for the use of the facility. This also includes School Alumni sanctioned by the school administrator, Cubs, Scouts, Brownies and other Non-Profit Youth groups not affiliated with a Municipality.

c. Non-Profit, Non-Youth-Type 1-B

Groups that are providing a community services but are adult focussed. Examples are Red Cross, St. John's Ambulance, Health Units and short term use by municipal emergency services.

d. Non-Profit (Other)-Type 2

Fundraising Events, Church Group meetings, Service Club meetings, Amateur Drama Clubs, Non-Affiliated Community Groups, Local Cultural Groups, Other Educational Groups i.e. Colleges and Universities, Tournaments, Union/Federation events, School Alumni Activities NOT sanctioned by school administrator and Non-Affiliated Adult Recreation.

e. Commercial/Private User-Type 3

Commercial enterprises, professional theatre groups, Church Services, Private individuals, Political Groups, Private Fitness and Dance Instructional Groups.

f. GEDSB/School Use-Type 4

Student and staff events sanctioned by the school administrator, school Clubs and School Council Meetings, Administrative or other staff meetings and sports teams.

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Not for profit youth related Community Groups, Not for profit Children's Recreation Providers (not including tournaments) as defined by the Ministry of Education.

h. Reciprocal Groups-Permit Type 6

Non-Profit Childcare and Before and After School Children's Recreation Providers (not including tournaments)

5. Permit Holder's Responsibilities

- a. School Principals or designates are required to submit a permit for any activity after school hours.
- b. The Board is responsible to inform the Permit Holder or Permit Holder Designate of any scheduling changes and administer any applicable refund.
- c. Community Users, Permit Holders and/or Permit Holder Designate are solely responsible for personal injury and/or damage, loss or theft of clothing and equipment, of anyone attending a Community Use Event anywhere on Board property, including all grounds and parking lots.
- d. The Permit Holder or Permit Holder Designate is liable for all damages and injuries due to their Community Use activity.
- e. The Permit Holder, Permit Holder Designate and /or affiliated organization agree to indemnify and save harmless the Board from any action or claim being brought against it as a result of the use of the school facilities by the community user.
- f. Community Users are not covered under the Board's liability insurance policy.
- g. All Community Use of Schools permits shall provide a valid liability insurance certificate with their Application.
- h. The Permit Holder or Permit Holder Designate shall be responsible for the security and safety of Board facilities while they are using the facility.
- i. All persons admitted to the Board facility for a Community use event agree to abide by all policies and procedures of the Board.
- j. 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.
- k. All Community Users must adhere to the Board's Codes of Conduct and demonstrate respectful behaviour at all times. The permit Holder and /or Permit Holder Designate is responsible for conduct, supervision and the preservation of order for the scheduled event.
- l. Violation to the Community Use Permit or misconduct by Community Users and /or Permit Holders may result in immediate cancellation of the Community Use Permit.
- m. Permit Holders or Permit Holder Designate are responsible to inform the Board of any scheduling changes.
- n. Vehicle parking is permitted only in designated parking areas.
- o. Signs or decorations may not be attached to walls or elsewhere without prior arrangement with and approval from the Community Use of Schools Permit Clerk.

6. Damage to School Property

- a. If a CUS group damages GEDSB property, it must be immediately reported to an on-site custodian who will report it to the CUS Permit Clerk or their Supervisor or reported by permit holder the next business day to the CUS Permit Clerk. The cost to repair or replace damaged property is the responsibility of the CUS Permit Holder.
- b. Custodians who have been advised of damage will complete a Vandalism Involving Property and Unusual Occurrence Report, detailing any damage or misuse of Grand Erie property, including property being left in an unsatisfactory condition by the permit holder. A copy of the report will be sent to the Superintendent of Business and Treasurer and a copy sent to the Principal and Permit Holder along with an invoice detailing the damages.
- c. Any equipment that may scratch, mark or break GEDSB property is not allowed for CUS. If a CUS group damages GEDSB property because of equipment brought into the school, the

CUS Permit Holder will be held financially responsible for all costs associated with the repair or replacement of the GEDSB's property.

7. Available Facilities

A wide range of school facilities are available for use by the community, including gymnasiums, cafeterias, auditoriums, grounds and secondary school classrooms. Please check the Community Use of Schools website for detailed information on specific spaces.

Please note that for all permits, air conditioning is not guaranteed and is not available

BRANT / BRANTFORD AREA	HALDIMAND AREA	NORFOLK AREA
Agnes G. Hodge PS Banbury Heights S Bellview PS Branlyn CS (ALT) Brier Park PS Burford District Elementary S (W) Cedarland PS Centennial-Grand Woodlands S Central PS, Brantford Cobblestone Elementary S Confederation ES Dufferin PS Echo Place S Glen Morris Central PS Graham Bell-Victoria PS Grandview PS Greenbrier PS James Hillier PS King George S Lansdowne-Costain PS Major Ballachey PS (PrS) Mt. Pleasant S Oakland-Scotland (W) 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 (ALT) Woodman Drive S Brantford Collegiate IVS North Park Collegiate VS Paris District HS Pauline Johnson Collegiate VS (PrS) Tollgate Technological SC	Anna Melick Memorial S (W) Caledonia Centennial PS Fairview Avenue PS Grandview Central (W) Hagersville Elementary S Jarvis PS J.L. Mitchener PS Oneida Central PS (W) Rainham Central River Heights S Seneca Central PS (W) Thompson Creek ES Walpole North ES (W) Cayuga Secondary S Dunnville Secondary S Hagersville Secondary S (PrS) McKinnon Park Secondary S	Bloomsburg PS (W) Boston PS (W) Courtland PS Delhi PS Elgin Avenue PS Lakewood PS Houghton PS (W) Langton S (W) Lynndale Heights PS Port Rowan PS Teeterville PS (W) Walsh PS (W) Waterford PS West Lynn PS Delhi District Secondary S Simcoe Composite S Valley Heights Secondary S (W) 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. Priority Schools

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. The intention of this funding is to make specific community programs more accessible to certain groups by reducing the operating cost to agencies.

i. Priority Schools (PS) are identified in the Available Facility Chart on page (6).

b. Dates and times of Availability

Dates and times of the facilities vary depending on the school year calendar. As a general rule, school facilities are available weekdays from 6:00 pm till 10:00pm and from 7 am to 10 pm on weekends.

c. School Availability

Available any weekday after 6:00 pm and on weekends. Schools are not available during non-school days, including Summer, December and March Breaks, P.A. Days and Board designated holidays. Some exceptions do apply for Municipal and Community Partnerships. Please contact the Community Use of Schools Permit Clerk for clarification on availability during non-school days.

8. Booking a Facility

- a. The [Community Use of Schools](#) website allows Community Users to check availability of school facilities, complete the permit application process and generate a CUS permit.
- b. A CUS applicant must have an account and login in order to be able to book a GEDSB facility. Previous users who have forgotten their user login information can contact the Community Use of Schools Permit Clerk for assistance. See page (12) for contact information.
- c. New CUS Applicants can watch the introductory video on the Community Use of Schools website, <https://gedsb.ebasefm.com/rentals/welcome>.
- d. Once a permit application has been submitted it may take up to two weeks to be processed. Insurance requirements and payments must be received prior to the permit being issued. Once the permit has been approved it will be emailed to the Applicant.
- e. Historical Users will be notified by May 15 of each year and the Historical User must respond no later than June 30 to reserve their space for the following year.
- f. Bookings are limited to no more than two bookings per week per rental facility. Beginning September 15, permit applicants can submit additional bookings per week per rental facility.
- g. When two or more Permit Applications are received, requesting the same time and space, preference for accommodation will be given to the Community Use Event that is in season.
- h. Bookings are based on the following Priority:
 - GEDSB
 - Historical Groups
 - Municipal Direct Programs governed through Joint Use of Facilities Agreements
 - Affiliated Groups identified through Joint Use of Facilities Agreements
 - Others

9. Key booking dates:

- a. Historical User Groups will be notified by May 15 of each year and must respond by June 30 to keep their historical booking.
- b. Schools must submit permits by June 30 of each year for events on non-school days or after 6:00 pm on school days.
- c. For new Community Use Events, for bookings commencing in September, permit applications may be received any time after July 1, 2015.
- d. For new booking throughout the school year, applications must be submitted not less than two (2) weeks prior to the permit start date.

10. Supervision and Security

- a. 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 permit holder.
- b. For all Community Use events, two (2) responsible adults, one of whom must be the permit holder 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.
- c. For all Community Use events involving minor children, the permit holder must ensure a ratio of 1:20 is maintained for the duration of the permit.

11. Emergency Procedures

In the event of an emergency, Emergency contact numbers for GEDSB staff are located on the front page of your approved permit. Should there be an emergency that needs immediate attention call the appropriate emergency services by dialing 911. In case of fire, and if it is safe to do so, a Community User should pull the fire alarm and all Community Users should immediately leave the building.

a. Fire Safety

Permit Holders are required to follow the Ontario Fire Code and have responsibilities to follow the School fire Safety Plan. Information will be provided for site specific duties and responsibilities with the approved permit.

b. Critical Injuries

Critical injury means an injury of a serious nature that:

- places life in jeopardy or
- produces unconsciousness or
- results in substantial loss of blood or
- involves the fracture of a leg or arm (but not a finger or toe) includes the fracture of a wrist, hand, ankle or foot, and the fracture of more than one finger or more than one toe or
- involves the amputation of a leg, arm, hand or foot (but not a finger or toe) or the amputation of more than one finger or more than one toe does constitute a critical injury or
- consists of burns to a major portion of the body or causes the loss of sight in an eye

Reporting a Critical Injury:

For all critical injuries, the Grand Erie District School Board requires to be notified of all Critical Injuries by contacting the After Hours Emergency Contact. See page 12 for contact numbers. Public Access Defibrillators are located at all Grand Erie District School Board facilities and are available in the event of an emergency.

12. Permit Holder's Restrictions and Limitations

Please refer to Appendix B for the listing of Permit Holder Restrictions.

a. Smoking on GEDSB property

Smoking on Grand Erie District School Board property is not permitted and applies 24 hours per day, 365 days per year. Permit Holders must ensure that Community Users move off Board property for smoking purposes, not just outside the building.

b. Alcohol Usage on GEDSB property

- i)** For Community Use Events where alcohol will be served, Permit Applications must identify this through the Community Use of Schools booking system.
- ii)** Community Use Events serving alcohol must have a Liquor License Permit and public liability insurance that includes alcohol liability such as Party Alcohol Liability (P.A.L).
- iii)** The use of a designated driver program and promoted to Community Users is recommended.
- iv)** Posters warning of the dangers of driving after drinking are to predominantly display at the event.
- 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. The Board reserves the right to waive this clause at its own discretion for certain events, permission may only be granted by the Superintendent of Business or designate.

c. Food and Drink in Schools

- i)** Grand Erie District School Board does not permit products that contain nuts in its facilities. Community Users shall avoid bringing into a school facility any product posted in a school as an allergy hazard.
- ii)** No food or flavored drink is to be taken into the gymnasiums or auditorium without permit approval. Food is generally only allowed in cafeterias.
- iii)** Where catering services are required and applicable, the permit holder must make private arrangements with the Food Services Company at the site who is under contract with the Board the first right of refusal for the catering contract.
- iv)** If food is sold, the CUS Permit holder may have to apply for applicable municipal licences.

d. Equipment Usage

The use of any school equipment is solely at the discretion of the school Principal. If a Community Users require the use of equipment, Applicants may identify this through the online booking system. The set-up of the equipment is the responsibility of the Permit Holder, under the supervision of a Board representative, unless other arrangements have been made ahead of time. Additional costs may apply.

e. Schools Supplied by Well Water

For schools that have water supplied by a well, require testing daily and water flushing. A charge for this service will be levied to groups requesting non-school day use of board buildings.

f. Restricted Activities

Any high risk activity is not permitted on school property. Such activities include baseball pitching machines, rock climbing, circus performances and fireworks.

g. Restricted Areas

Community Users are restricted to the school area identified in the permit and the closest washroom facilities. All other areas of the school are out of bounds. If Community Users are found in other areas of the school the Permit may be revoked.

h. Inclement Weather and snow removal

- i) Periodically the GEDSB may cancel a CUS permit due to unforeseen circumstances such as inclement weather or other emergency/safety situations, or an unexpected school use. In these situations a refund will be given to the Permit Holder. If it is a onetime CUS event, a refund will be issued for the Permit Application Fee. Insurance Fees are non-refundable.
- ii) CUS permits will be cancelled when schools are closed due to inclement weather. Check the Grand Erie District School Board website for up to date information on closures. www.granderie.ca
- iii) Snow removal of the parking lot is the sole responsibility of the Grand Erie District School Board.

13. Community Use of School Fees

- a. Service charges to Community Users are subsidized under the grant provided annually by the Ministry of Education. The rate of subsidy will be determined annually based on the grant provided to the Board.
- b. Overtime rates paid to board staff who assist with Community Use of Schools will be adjusted accordingly to contractual obligations the Board has negotiated with its staff.
- c. All permit holders are responsible to determine if there are any local, provincial or federal fees or tax applications to the event and to collect and remit any and all fees or taxes to the proper government authority.
- d. Permit Fees:
 - i) Fees for Community Events are outlined in Appendix A. This chart identifies the fees charged by the different Permit Types. These fees are subject the annual funding provided by Ministry of Education and the amount of subsidy is subject to change based on the funding received.
 - ii) Custodial Fees are updated annually and provided on the Community Use of Schools website. <http://www.granderie.ca/Community/SchoolRentals/Fees/Pages/default.aspx>
 - iii) Fees will be outlined in the permit application and are payable in full prior to the permit being issued.
 - iv) Permit application fees are not processed until the permit has been approved. All permit holders are asked to verify and approve and additional costs prior to approval.

14. Cancellation of a Permit

- a. Grand Erie District School Board Cancellations:
Community Use of Schools may cancel a permit if the permit holder has not been abiding by the limitations and restrictions outlined in the Policy, Community Use of Schools FT4 or the information outlined in the handbook.
- b. Permit Holder Cancellations:
A Permit Holder may cancel a Community Use event without cost (except for the non-refundable Permit Application Fee) provided that written notice (email accepted) and a phone confirmation be provided to the of the Community Use of Schools Clerk or designate at least three business days prior to the date of the event.
 - i) If a Permit Holder does not give provide adequate time for the Board to cancel, Community Use Permit incurred costs (e.g. custodial overtime, rental fees, technicians sand administration fees) may be charged.
- c. Permits are non-transferable.
- d. Insurance fees are non refundable
- e. The Board reserves the right to revoke a Permit at any time.

15. Insurance Requirements

All permit holders, including municipal affiliates are required to provide the Community Use of Schools Program 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. The certificate of insurance is to be uploaded during the permit application process. Failure to provide such a Certificate prior to the first date of the event(s), shall result in the permit not being processed.

Any group not able to provide a Certificate of Insurance as outlined shall make application to purchase insurance through the Community Use of Schools permit process. Such application will be subject to the approval of the insurance carrier. Premium costs are the responsibility of the permit applicants and will be added to the overall permit cost.

Purchased Insurance through the Community Use of Schools permit process is non refundable.

16. Access, Keys and Doors

- a. Obtaining a Key Access Card
 - i) The Grand Erie District School Board recognizes that certain groups and events requesting use of school facilities are identified as low risk. Responsible permit holders who require access when custodial staff are not present, may be approved for electronic access cards and an access code for the period stated on their permit.
 - ii) Permit holders who are approved for electronic access are required to come to the Grand Erie District School Board, Facilities Services building at 349 Erie Ave., Brantford and will be required to complete a form and provide a refundable deposit of \$20.00. The signatory is responsible for opening and closing the school and for ensuring adequate security is in place during the permit times. The permit holder may required to be trained to preform water flushing activities.
 - iii) The Board reserves the right to refuse future request for electronic access if sufficient security is not provided, if the building is left unsecured, if damage to or theft of Board

- property occurs. Future permits will require the permit holder to obtain security service at the permit holder's expense.
- iv) Electronic Access Cards and access codes must be returned to the Board's Facility Services following the event. Permit holders who do not return their electronic access cards and access codes within one (1) month will lose their deposit.
- b. Community Users may be held responsible for all costs incurred by the accidental triggering of an alarm or security system.
- c. Facility Access
- Permits Holders where a custodian is present:
- i) Permit holders will receive electronic confirmation of approved permits which must be printed and presented to gain access to the premises. The custodian will open the door for permit holders approximately 15 minutes prior to the start time of the permit. The permit holder must assign someone to be responsible for letting Community Users in to the facility. The doors must remain locked and are not to be propped open.
- Permits holders who have an Electronic Access Key:
- ii) Permit holders will receive electronic confirmation of approved permits which must be printed and held while on premise
 - iii) or have an electronic copy. Permit holders are permitted to obtain facility access 15 minutes prior to time that is identified on the permit and are required to secure the building no longer than 15 minutes on the permit end time. The Permit holder must assign someone to be responsible for letting Community Users into the facility. The doors must remain locked and are not to be propped open. Permit holders are to ensure security of the building for the entire duration of the permit.

17. Contacts

- a. Community Use of Schools Permit Clerk
How to book a permit, follow up on a permit, cancelling a permit
519-756-6301 ext. 281295 schoolrentals@granderie.ca
- b. Community Use of Schools Coordinator, Kathryn Underwood
Policy Administration, Community Partnerships and Municipal Affiliates
519-756-6301 ext. 281134 Kathryn.underwood@granderie.ca
- c. After Hours Emergency Contacts:
Facility Access and Emergencies: 519-756-6306, press 3 for building related emergency
519-750-8033 if the above noted number is not working.

Appendix A

FT4 APPENDIX A

Permit Type	Type-1 Affiliated Groups	Type 1-A Non-Profit Youth and Other	Type 1-B Non-Profit Non-Youth	Type 2 Non-Profit (Other)	Type 3 Commercial/Private User	Type 4 GEDSB/School Use	Type 5 Non-Profit (Priority Schools)	Type 6 Reciprocal Groups
Examples	Groups approved by Municipal partners through IJFA (not including tournaments)	Cubs, Scouts, Brownies etc. Groups donating to the GEDSB in an amount of money greater than the fee charged for the use of the facility School Alumni Activities sanctioned by school administrator	Red Cross, St. John's Ambulance, Approved Health Unit activities, Short term use by municipal emergency services	Fundraising Events, Church Groups- occasional meeting, Service Club meetings, Amateur Drama Clubs, Non-Affiliated Community Groups, Local Cultural Groups, Other Educational Groups i.e. Colleges & Universities, Tournaments, Union/Federation events, School Alumni Activities NOT sanctioned by school administrator, Non-Affiliated Adult Recreation	Enterprises, Professional Theatre Groups, Church Services, Private Individuals, Political Groups, Private Fitness and Dance Instructional Groups,	Student and Staff Events sanctioned by the school administrator, School Clubs and School Council Meetings, Administrative or other staff meetings, Sports Teams	Non-Profit Youth-Related Community Groups*, Non-Profit Children's Recreation Providers* (not including tournaments)* Other Not-for Profit or Charitable Groups * *As identified by the Ministry of Education	Non-Profit Childcare & Before and After School Children's Recreation Providers (not including tournaments)*
Space and Rental Fees								
Classroom	\$0.00	\$0.00	\$ 3.75	\$ 7.50	\$ 15.00	N/A	\$0.00	\$0.00
Cafeteria (No Kitchen Use)	\$0.00	\$0.00	\$ 12.50	\$ 25.00	\$ 50.00	N/A	\$0.00	\$0.00
Library (Elementary)	\$0.00	\$0.00	\$ 7.50	\$ 15.00	\$ 30.00	N/A	\$0.00	\$0.00
Library (Secondary)	\$0.00	\$0.00	\$ 10.00	\$ 20.00	\$ 40.00	N/A	\$0.00	\$0.00
Single Gym/Auditorium	\$0.00	\$0.00	\$ 10.00	\$ 20.00	\$ 40.00	N/A	\$0.00	\$0.00
Stage (Elementary)	\$0.00	\$0.00	\$ 12.50	\$ 25.00	\$ 50.00	N/A	\$0.00	\$0.00
Stage (Secondary)	\$0.00	\$0.00	\$ 17.50	\$ 35.00	\$ 70.00	N/A	\$0.00	\$0.00
Double Gym	\$0.00	\$0.00	\$ 15.00	\$ 30.00	\$ 60.00	N/A	\$0.00	\$0.00
Triple Gym	\$0.00	\$0.00	\$ 20.00	\$ 40.00	\$ 80.00	N/A	\$0.00	\$0.00
Custodial Fees (Hourly rate plus min. 2.5 hours - cost confirmed within permit.)	100% of Actual Costs	25% of Actual Costs	25% of Actual Costs	50% of Actual Costs	100% of Actual Costs	N/A	0%	0%
Sat. to 6pm - Time & 1/2	\$35.83/hour	\$8.96/hour	\$8.96/hour	\$17.92/hour	\$35.83/hour	N/A	0%	0%
Sun., Sat. after 6pm - Double	\$48.01/hour	\$12.01/hour	\$12.01/hour	\$24.01/hour	\$48.01/hour	N/A	0%	0%
Permit Application Fee	N/A (IJFA)	\$25.00 to a maximum of \$100 per year	\$25.00 to a maximum of \$100 per year	\$25.00 to a maximum of \$100 per year	\$25.00 to a maximum of \$100 per year	N/A	\$0.00	\$0.00
*Fees subject to the limits of Ministry of Education Priority School Funding.								

Appendix B

Community Use of Schools Conditions

Access

GEDSB schools will be given priority use of the use school facilities. Generally, schools are available for CUS on school days after 6pm and on weekends. On long weekends schools are not available Saturday, Sunday, and the designated holiday of the weekend.

Permit holders must present a printed copy of the electronic confirmation of their permit in order to gain access to the premises.

Special Non-School Days

Generally, CUS is unavailable for Statutory holidays, Professional Development Days, school examination periods in Secondary Schools (limited use), Christmas Break, March Break or Summer Break. CUS may be available in a limited capacity to ensure the continuity of some programming (e.g. day cares, before and after school programming and Break camps). Please contact the CUS Clerk prior to booking over the Break periods to ensure availability. Permission for CUS during these times is strictly at the discretion of the Board.

Insurance

A Permit Holder must present an up to date liability insurance certificate naming the Board as an additional insured prior to the approval of their permit. The GEDSB's school insurance does not cover individual people or groups who use GEDSB facilities for CUS. A minimum liability limit of \$2,000,000 per occurrence is required. To purchase liability insurance through the Board contact the CUS Clerk for rates and information.

CUS Permit Holder's Responsibilities / Restrictions

1. The permit holder is responsible for the enforcement of all fire regulations;
 - a. No obstructions in corridors or in front of fire exits
 - b. Submit a floor plan for Fire Safety compliance if requested
 - c. Do not prop open fire and exit doors
2. The Permit Holder or Supervisor noted on the permit must be present at the CUS event and must stay until all participants have left the facility.
3. The Permit Holder or Permit Holder Designate is responsible for all participants' and guests' behaviour during their time on GEDSB property.
4. Community Users may be held responsible for all costs incurred by the accidental triggering of an alarm or security system.
5. Permit Holders are responsible for the cost of damage to GEDSB facilities caused by the actions of permit holder, participants or guests.
6. Signs or decorations may not be attached to walls or elsewhere without prior arrangement with the School Administration.
7. Vehicle parking is permitted only in designated parking areas. Parking is not permitted on grass or asphalt play areas.
8. Where catering services are required, the permit holder must make private arrangements with the Food Services Company under contract with the school.
9. No food or flavored drink is to be taken into gyms, auditoriums or libraries.
10. No nut products are to be brought into any school.

11. Clean, rubber soled, non-skid and non-marking shoes must be worn during all athletic functions held in school gymnasiums.
12. Field use is subject to the conditions of the field and may be impacted by the weather and soil conditions. Start dates for field use may be disrupted or prohibited until the field conditions are restored.
13. Floor hockey is not allowed in any of our Facilities.
14. Permit holders are not permitted to store furniture, equipment or materials in any facility without prior approval from School Administration indoor practice or whiffle balls must be used for indoor baseball practice.
15. Permit holders must confirm compliance with requirements set out in the *Accessibility for Ontarians with Disabilities Act* and related regulations.

Smoking on GEDSB School Property

The Board's No Smoking on Board Property policy applies 24 hours a day. Permit holders must ensure that participants move off Board property for smoking purposes, not just outside the building.

Emergency Procedures

Emergency contact numbers for GEDSB staff are located on the front page of your approved permit. Should there be an emergency that needs immediate attention call the appropriate emergency services by dialing 911. In case of fire, and if it is safe to do so, a Community User should pull the fire alarm and all Community Users should immediately leave the building. Critical injuries must be reported immediately by contacting the After Hours Emergency Contact.

Damage to School Property

The permit holder assumes full responsibility for all damages arising from the use of school facilities. If property is damaged, it must be immediately reported to a GEDSB representative who will inform the CUS clerk. The costs to repair or replace damaged property are the responsibility of the CUS Permit Holder.

Any equipment that may scratch, mark or break property is not allowed for CUS.

Equipment Usage

With the exception of the 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 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.

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. 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 make 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.

Doors

In order to ensure safety to all, entrance doors to GEDSB Buildings during Community Use events will be open for 15 minutes prior to the permitted start time of the event and 15 minutes after the permit end time. If the permit requires set up time, this time must be request as part of the permit times. Custodians will lock the doors 15 minutes after the start of a Community Use event. At all other times doors will be closed and the Community Use group is responsible for opening doors for their late participants. The propping open of doors is not allowed.