

# COMMUNITY USE OF SCHOOLS HANDBOOK



## Table of Contents

- 1. Introduction ..... 3
- 2. The Community Use of School Program ..... 3
- 3. Definitions: ..... 3
  - a. Community Users ..... 3
  - b. Community Use Event..... 3
  - c. Community Use Permit ..... 3
  - d. Applicant..... 3
  - e. Permit Holder ..... 3
  - f. Event Supervisor ..... 3
  - g. Historical Bookings ..... 3
  - h. Non-Instructional Periods..... 3
- 4. Eligible Users and Permit Types ..... 4
  - a. Affiliates-Type 1 ..... 4
  - b. Non-Profit Youth and Other-Type 1-A ..... 4
  - c. Non-Profit, Non-Youth-Type 1-B..... 4
  - d. Non-Profit (Other)-Type 2 ..... 4
  - e. Commercial/Private User-Type 3 ..... 4
  - f. Grand Erie DSB/School Use-Type 4..... 4
  - g. Non-Profit Priority Schools-Type 5 ..... 4
  - h. Reciprocal Groups-Permit Type 6..... 4
- 5. Permit Holder’s Responsibilities ..... 5
- 6. Damage to School Property ..... 5
- 7. Available Facilities ..... 6
  - a. Priority Schools..... 6
  - b. Dates and times of Availability ..... 7
  - c. School Availability ..... 7
- 8. Booking a Facility ..... 7
- 9. Key booking dates: ..... 7
- 10. Supervision and Security ..... 8
- 11. Emergency Procedures ..... 8
  - a. Fire Safety ..... 8
  - b. Critical Injuries ..... 8
- 12. Film Production Company Requests: ..... 9
- 13. Permit Holder’s Restrictions and Limitations ..... 9

- a. No Smoking/Vaping on Grand Erie DSB property ..... 9
- b. Alcohol Usage on Grand Erie DSB property..... 9
- c. Food and Drink in Schools..... 9
- d. Equipment Usage.....10
- e. Field Use .....10
- f. Schools Supplied by Well Water .....10
- g. Restricted Activities.....10
- h. Restricted Areas .....10
- i. Inclement Weather and snow removal .....10
- 14. Community Use of School Fees .....11
- 15. Cancellation of a Permit .....11
- 16. Insurance Requirements .....12
- 17. Access, Keys and Doors .....12
- 18. Adjudication .....13
- 19. Contacts.....14
- Appendix A: CUS Rate Schedule .....15
- Appendix B: Community Use of Schools Conditions.....17

## 1. Introduction

The Grand Erie District School Board (Grand Erie DSB) 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 (CUS) 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.

### 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 creates a Community Use of School account.

### e. Permit Holder

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

### f. Event Supervisor

The Event Supervisor 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 DSB for five or more consecutive years in the same facility and time.

### h. Non-Instructional Periods

Times where school is not operating including Christmas, March/Summer Breaks, P.A. Days, Board designated holidays and statutory holiday weekends. Non-instructional periods include the weekends leading up to and after the school holidays.

## 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**

Joint Use of Facilities agreement partners or Non-profit, volunteer organization approved for affiliation by a municipal Recreation Authority (where applicable) for the purpose of offering recreational and/or cultural programs on behalf of municipality available to all residents of the local community. This does not include tournament events.

b. **Non-Profit Youth and Other-Type 1-A**

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. I.e. Cubs, Scouts, Brownies or groups donating to GEDSB in the amount greater than the fee charged for the use of the facility and custodial cost. School Alumni Activities sanctioned by the school administrator. Not for Profit Groups will be required to show proof of status or provide an affidavit letter indicating that the organization is a not for profit organization

c. **Non-Profit, Non-Youth-Type 1-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 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 are charged. Not for Profit organizations that are not specifically for youth. I.e. Red Cross, St. John's Ambulance, Approved health Unit Activities, 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, Dance Instructional Groups and Film Production Companies.

f. **Grand Erie DSB/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.

g. **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. This permit type is dependent on funding received by the Ministry of Education. If funding is paused or retracted, permits will be processed following the other permit types.

h. **Reciprocal Groups-Permit Type 6**

Non-Profit Childcare, EarlyOn Child and Family programs and Before and After School Children's Recreation Providers as outlined by an agreement. These do not include tournaments or special events or spaces not outlined in their agreement.

## 5. Permit Holder's Responsibilities

- a. School Principals or designates are required to submit a permit for any activity after school hours or for any larger event during the instructional ay but beyond regular school events.
- b. The Board is responsible to inform the Permit Holder or Event Supervisor of any scheduling changes and administer any applicable refund.
- c. Community Users, Permit Holders and/or Event Supervisors 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 Event Supervisor is liable for all damages and injuries due to their Community Use activity.
- e. The Permit Holder, Event Supervisor 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 or purchase a valid liability insurance certificate with their Application.
- h. The Permit Holder or Event Supervisor 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 permit holder 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 Event Supervisor 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 Event Supervisor are responsible to inform the Board of any scheduling changes at least three business days prior to the day of Event.
- 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 Grand Erie DSB 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 follow procedure FT104 and complete a reporting Vandalism and Unusual Property Occurrence Report, detailing any damage or misuse of Grand Erie property, including property being left in an unsatisfactory condition by the permit holder.
- c. Any equipment that may scratch, mark or break Grand Erie DSB property is not allowed for CUS. If a CUS group damages Grand Erie DSB 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 Grand Erie DSB property.

## 7. Available Facilities

A wide range of school facilities are available for use by the community, including gymnasiums, cafeterias, auditoriums, libraries/learning commons, grounds and secondary school classrooms. Please check the Community Use of Schools website (click on the calendar icon, select schools and catalogue) for detailed information on specific spaces.

BRANT/BRANTFORD AREA	HALDIMAND AREA	NORFOLK AREA
Agnes G. Hodge PS Banbury Heights S Bellview PS Branlyn CS (ALT) Brier Park PS Burford District E S (W) Cedarland PS Centennial-Grand Woodlands S Central PS, Brantford Cobblestone E S Dufferin PS Echo Place S Ecole Confederation Glen Morris Central PS (W) Graham Bell-Victoria PS Grandview PS (PrS) Greenbrier PS James Hillier PS King George S Lansdowne-Costain PS Major Ballachey PS (PrS) Mt. Pleasant S Oakland-Scotland PS (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	Caledonia Centennial PS Hagersville E S Jarvis PS J.L. Mitchener PS Mapleview ES Oneida Central PS (W) Rainham Central S River Heights S Seneca Central PS (W) Thompson Creek ES Walpole North ES (W)  Cayuga SS Dunnville SS Hagersville SS McKinnon Park SS	Bloomsburg PS (W) Boston PS (W) Courtland PS Delhi PS Elgin Ave PS Lakewood PS Houghton PS (W) Langton S (W) Lynndale Heights PS Port Rowan PS Teeterville PS (W) Walsh PS Waterford PS West Lynn PS  Delhi District SS Simcoe CS Valley Heights SS (W) Waterford District H 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 Grand Erie DSB 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 (7).

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 7:00 am to 10:00 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, Board designated holidays and statutory holiday weekends. 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

<https://www.granderie.ca/board/community/community-use-schools> 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 Grand Erie DSB 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:

- Grand Erie DSB
- 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. It is the historical user's responsibility to contact Grand Erie DSB if you think that you are a historical booking and did not receive notification.

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 bookings commencing in September, permit applications may be received any time after July 1, of each year.
- d. For new bookings 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, the permit holder or event supervisor 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 Grand Erie DSB staff are located on the front page of the 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:

- i. places life in jeopardy or
- ii. produces unconsciousness or
- iii. results in substantial loss of blood or
- iv. involves the fracture of a leg, arm or ankle or more than one finger or more than one toe (or
- v. involves the amputation of a leg, arm, hand, foot or ankle or more than one finger or more than one toe (or
- vi. consists of burns to a major portion of the body or
- vii. 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, identified on the approved permit.

Automated External Defibrillators (AED) are located in all Grand Erie District School Board facilities and are available in the event of an emergency. Please take the time to locate the closest AED (usually near the gym and /or the front entrance) prior to the commencement of the permit.

## 12. Film Production Company Requests:

- a. School and Partnership Officer.
- b. All activities on Board property must be of a lawful nature and in keeping with the Board's values.
- c. Film Production Company requests will be required to complete a Film Application Form and provide additional information as part of the approval process.
- d. Requests will fall outside of the Priority of placement sequencing as
  - i. No previously approved CUS permit will be cancelled owing to a film request, however
  - ii. Film permits are provided multiple exemptions not afforded other permits types.
- e. Film Production Company Requests will not be approved to film during the school week.
- f. Requests are subject to the satisfactory completion and signing of a Board Licensing Agreement signed by the Superintendent of Business and signing authority for the film production company.

## 13. Permit Holder's Restrictions and Limitations

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

- a. **No Smoking/Vaping on Grand Erie DSB property**

The Ontario Smoke Free Act for public places prohibits Smoking / Vaping on Grand Erie District School Board property is not permitted and applies 24 hours per day, 365 days per year. Permit holders and event supervisors must ensure that Community Users move off Board property 20 meters for smoking and vaping purposes, not just outside the building.
- b. **Alcohol Usage on Grand Erie DSB property**
  - i) For Community Use Events where alcohol will be served, Permit Applications must identify this through the Community Use of Schools booking system and have a detailed event plan.
  - ii) Community Use Events serving alcohol must have a Special Occasion 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 and no smoking/vaping 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) Peanuts, tree nuts and other nuts are one of the most common triggers of anaphylaxis, and the most likely of all food allergens to trigger a full-blown anaphylactic reaction. As a result, all schools in **Grand Erie facilities are "nut aware" and foods containing peanuts, tree nuts or other nuts are not to be brought into the facility.**
  - ii) No food or flavored drink is to be taken into the gymnasiums, auditorium or Library/Learning Commons. Permits requiring food or drink can apply for use of the cafeteria or classroom.

- iii) Where catering services are required and applicable, the permit holder must make private arrangements with the approved 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. Costs for this licence would be the responsibility of the permit holder.

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.

Community Users are not permitted to move retractable dividers, adjustable basketball nets, stage risers, stadium seating, bleachers or any other mechanized equipment. Adjustments are to be made only by the school custodian or qualified facility staff with five days notice prior to the event.

e. **Field Use**

Field use is subject to the conditions of the field, nature of the frequency of the activities 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. In general, field use permits will be approved after May 1<sup>st</sup> of each year or until the field's conditions are appropriate.

Some fields are booked and operated through another agreement, please refer to the online booking system for specific school field availability.

f. **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. Affiliates and Reciprocal groups may enter into agreement with, and training for water flushing from the Board.

g. **Restricted Activities**

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

h. **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.

i. **Inclement Weather and snow removal**

- i) Periodically the Grand Erie DSB 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](http://www.granderie.ca)
- iii) Snow removal of the parking lot is the sole responsibility of the Grand Erie District School Board.
- iv) Service animals and guide dogs are permitted for persons with a disability that require assistance and must keep the animal with them at all times as defined by the Animal Welfare Act. Grand Erie District School Board has the right to inquire about the animal and ask for documentation to confirm the persons requirement.

## 14. 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. <https://www.granderie.ca/board/community/community-use-schools/fees> Custodial fees will include two and half hours in addition to the permit time to account for opening and closing procedures. When there are multiple permits during the same time, these fees will be shared between the permit.
  - iii) Fees will be outlined in the permit application and the permit fee and purchased insurance is payable in full prior to the permit being issued. Purchased insurance is non-refundable. Booking and custodial fees are charged at the end of the month that booking occurred in .

## 15. 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 and insurance fees if purchased) 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 provide adequate time (minimum three business days) for the Board to cancel, Community Use Permit incurred costs (e.g. custodial overtime, rental fees, technicians and permit fees) may be charged.

- c. Permits are non-transferable.
- d. The Board reserves the right to revoke a Permit at any time.

## 16. 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 holder and will be added to the overall permit cost and paid in full prior to the permit. These fees are non-refundable.

## 17. 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/key. 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 be required to be trained to perform 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/event supervisor will receive electronic confirmation of approved permits which must be printed or have an electronic copy 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 into 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/event supervisor will receive electronic confirmation of approved permits which must be printed and held while on premise 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 after the permit end time. The Permit holder/event supervisor 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/event supervisor are to ensure security of the building for the entire duration of the permit.

## 18. Adjudication

In the event a user group wishes to formally dispute any terms or conditions or the application of any terms or conditions applying to the rental of school facilities an Appeal may be made to the Grand Erie District School Board Community Use of Schools

Examples of Appeals:

Denied Permit Appeals – Appeals in which an Appellant is appealing;

- Denial of request for use of facilities outside approved rental periods, or,
- Denial of request for use of spaces not approved for community use, or,
- Denial of request for use of a school for a non-approved rental activity.

Exemption Appeals – Appeals in which an Appellant is requesting exemption of an administrative procedure governing the use of school facilities, such as;

- Request for reversal of incurred no-show fees charged to their account, or,
- Request for exemption from applicable rental or custodial fees

Special Circumstances Appeals – Appeals in which an Appellant is requesting special consideration for use of a school facility, such as;

- Request for use of a school for a funeral service, or,
- Request for re-classification of a rental permit from community use to school/board use (example: Noelle's Gift), or,
- Request for use of a school facility for sleeping accommodation.

a. Appeal Review Process:

To submit an appeal the following steps are to be completed:

- i. The permit holder must complete and submit to their permit a completed appeal form that includes the following information:
  - Permit number, name of organization, appellants name,
  - Appellants daytime phone number and email address,
  - The basis of the dispute,
  - Acknowledgement that decisions made by the appeal committee are final,
  - Acknowledgement that the appellant will receive decision of the appeal via email
- ii. The Appellant receives notification in the permit discussion that the appeal form has been received. The appeal form is forwarded to the CUS and Partnership Officer.
- iii. Appeal reviewed by the CUS Office
- iv. Overview compiled by CUS Office including; past practices relevant to the Appeal, Operating Procedures relevant to the Appeal, if applicable comparative analysis of other Ontario School Boards Operating Procedures relevant to the Appeal subject

- v. Appeal and Overview forwarded to CUS and Partnerships Officer for review
- vi. For Denied and Exemption Permit Appeals, CUS and Partnerships Officer reviews and makes decision
- vii. For Special Circumstances appeals, the CUS and Partnerships Officer along with the Superintendent of Business and Treasurer reviews the appeal form and makes a decision.
- viii. The Appellant receives notice of Determination of the Appeal via email.

## 19. Contacts

- a. Community Use of Schools Permit Clerk, Casey Crowdis  
How to book a permit, follow up on a permit, cancelling a permit  
519-756-6301 ext. 281295 [schoolrentals@granderie.ca](mailto: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](mailto: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: CUS Rate Schedule

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
<b>Examples</b>	Groups approved by Municipal partners through JUFA (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	Commercial 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)*
<b>Space and Rental Fees</b>								
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	100 % of Actual Costs	25 % of Actual Costs	25 % of Actual Costs	50 % of Actual Costs	100 % of Actual Costs	N/A	0%	0%
Permit Application Fee	N/A (JUFA)	\$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
All costs are subject to HST in addition to fees or hourly rates. *Fees subject to the limits of Ministry of Education Priority School Funding.								



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
<b>Hourly Space and Rental Fees (Effective September 1, 2020 to June 30, 2021)</b>								
Classroom	\$ -	\$ -	\$ 4.00	\$ 8.00	\$ 16.00	\$ -	\$ -	\$ -
Cafeteria (No Kitchen Use)	\$ -	\$ -	\$ 14.00	\$ 25.00	\$ 50.00	\$ -	\$ -	\$ -
Library/Learning Commons (Elem)	\$ -	\$ -	\$ 9.00	\$ 15.00	\$ 30.00	\$ -	\$ -	\$ -
Library/Learning Commons (Sec)	\$ -	\$ -	\$ 12.50	\$ 22.00	\$ 40.00	\$ -	\$ -	\$ -
Single Gym/Auditorium	\$ -	\$ -	\$ 10.50	\$ 20.00	\$ 40.00	\$ -	\$ -	\$ -
Stage (Elementary)	\$ -	\$ -	\$ 12.50	\$ 25.00	\$ 50.00	\$ -	\$ -	\$ -
Stage (Secondary)	\$ -	\$ -	\$ 17.50	\$ 35.00	\$ 70.00	\$ -	\$ -	\$ -
Double Gym	\$ -	\$ -	\$ 16.00	\$ 32.00	\$ 60.00	\$ -	\$ -	\$ -
Triple Gym	\$ -	\$ -	\$ 22.00	\$ 44.00	\$ 80.00	\$ -	\$ -	\$ -
Track and/or Field	\$ -	\$ -	\$ 4.00	\$ 8.00	\$ 16.00	\$ -	\$ -	\$ -
<b>Hourly Custodial Fees (Effective September 1, 2020 to June 30, 2021)</b>								
<b>Minimum Charge : 2.5 Hours (Cost confirmed within permit)</b>								
Custodial Fees - % of Actual Costs	100%	25%	25%	50%	100%	0%	0%	0%
Saturday to 6pm - Hourly Rate	\$ 39.00	\$ 9.75	\$ 9.75	\$ 19.50	\$ 39.00	\$ -	\$ -	\$ -
Sunday / Sat. after 6pm - Hourly Rate	\$ 52.00	\$ 13.00	\$ 13.00	\$ 26.00	\$ 52.00	\$ -	\$ -	\$ -
Permit Application Fee	\$ -	\$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	\$ -	\$ -	\$ -
<b>All fees are subject to HST</b>								
<b>*Fees subject to the limits of Ministry of Education Priority School Funding.</b>								

## Appendix B: Community Use of Schools Conditions

### Access

Grand Erie DSB 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. Excluding statutory holidays and holiday weekends.

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, Christmas Break, March Break or Summer Break. CUS may be available in a limited capacity to ensure the continuity of some programming (e.g. childcare centres, before and after school programming and Joint Use of Facility programming). 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 Grand Erie DSB's school insurance does not cover individual people or groups who use Grand Erie DSB facilities for CUS. A minimum liability limit of \$2,000,000 per occurrence is required. To purchase liability insurance through the Board, dcontact the CUS Clerk for rates and information. Purchased insurance is non-refundable

### 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 Event Supervisor is responsible for all participants' and guests' behaviour during their time on Grand Erie 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 Grand Erie DSB 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 the gyms or auditoriums or Library/Learning Commons. Permits requiring food or drink can apply for use of the cafeteria or classroom.
10. Grand Erie District School Board does not permit products that contain nuts in its facilities. Community User shall avoid bringing into a school facility any products posted in a school as an allergy hazard.

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, nature of the frequency of the activities 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.

### **Smoking/Vaping on Grand Erie DSB School Property**

The Ontario Smoke Free Act for public places prohibits smoking/vaping on Board Property policy applies 24 hours a day. Permit holders and event supervisors must ensure that participants move 20 metres off Board property for smoking/vaping purposes, not just outside the building.

### **Emergency Procedures**

Emergency contact numbers for Grand Erie DSB 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.

### **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 Grand Erie DSB staff 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 permit holder, 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/vaping 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 Grand Erie DSB Buildings during Community Use events will be open for **15 minutes prior to and 15 minutes after the permitted start time of the event.** 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.**