



# COMMUNITY USE OF SCHOOLS HANDBOOK

(July 22, 2025)

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## 1. Introduction

The Grand Erie District School Board (Grand Erie) 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 & Procedure (FA-04, FA-004). Where any conflict in language between the documents occurs, the Policy and Procedure (FA-04, FA-004) shall govern.

## 2. The Community Use of School Program

Grand Erie supports its communities by making the Grand Erie facilities available to the public. It also supports the Community Use of Schools Program, which fosters partnerships and community relationships.

The CUS program offers access to Grand Erie facilities to organizations and individuals for various community programs.

## 3. Definitions:

### a) Community Users

include anyone who attends a CUS event at a Grand Erie facility, including participants, leaders, of the group and or audience.

### b) Community Use Event

is an event held at a Grand Erie facility that is applied for through the CUS program and for which a Community Use Permit has been issued.

### c) Community Use Permit

is issued by Grand Erie and is the authority for the use of a school for all Community Use events.

### d) Permit Holder

is the person and/or organization named on the CUS Permit.

### e) Event Supervisor

is an adult designated by the Permit Holder to be the representative at the Community Use Event.

### f) Historical Bookings

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

### g) Non-Instructional Periods

Times where school is not operating including Winter, 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 Grand Erie in the amount greater than the fee charged for the use of the facility and custodial cost. School Alumni Activities sanctioned by the Administrator(s). 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 Administrator(s) 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 /School Use-Type 4**

Student and employee events sanctioned by the Administrator(s), school Clubs and School Council Meetings, Administrative or other employee meetings and sports teams.

g) **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) Administrator(s) or designates are required to submit a permit for any activity after school hours or for any larger event during the instructional day but beyond regular school events.

- b) Grand Erie 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 Grand Erie 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 Grand Erie 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 Grand Erie's liability insurance policy.
- g) All CUS 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 Grand Erie facilities while they are using the facility.
- i) All persons admitted to a Grand Erie facility for a Community Use Event agree to abide by all Grand Erie policies and procedures.
- 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 Grand Erie'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 Grand Erie 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 CUS Permit Clerk.

## 6. Damage to School Property

- a) If a CUS group damages Grand Erie 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 report following Vandalism and Unusual Property Occurrence Report Procedure (FA-104), 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 property is not allowed for CUS. If a CUS group damages Grand Erie property because of equipment brought into the school, the Permit Holder will be held financially responsible for all costs associated with the repair or replacement of the Grand Erie 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. For information on specific spaces, please check the CUS booking website( from the login page, you will find a calendar icon in the top right hand corner, please search for a facility by using the filters).

BRANT/BRANTFORD AREA	HALDIMAND AREA	NORFOLK AREA
Agnes G. Hodge Public School Banbury Heights School Bellview Public School Branlyn Community School <b>(ALT)</b> Brier Park Public School Burford Dist. Elem. School <b>(W)</b> Cedarland Public School Centennial-Grand Woodlands School Central Public School, Brantford Cobblestone Elementary School Dufferin Public School Echo Place School Ecole Confederation Edith Monture Elementary School Glen Morris Central Public School <b>(W)</b> Graham Bell-Victoria Public School Grandview Public School Greenbrier Public School James Hillier Public School King George School Lansdowne-Costain Public School Major Ballachey Public School Mt. Pleasant School Oakland-Scotland Public School <b>(W)</b> Onondaga-Brant Public School North Ward School Paris Central Public School Prince Charles Public School Princess Elizabeth Public School Russell Reid Public School St. George-German Public School Walter Gretzky Elementary School <b>(ALT)</b> Woodman Drive School  Brantford Collegiate Institute and Vocational School North Park Collegiate Vocational School Paris District High School Pauline Johnson Collegiate Vocational School Tollgate Technological Skills Centre	Caledonia Centennial Public School Grand River Public School Hagersville Elementary School Jarvis Public School J.L. Mitchener Public School Mapleview Elementary School Oneida Central Public School <b>(W)</b> Rainham Central School River Heights School Seneca Central Public School <b>(W)</b> Thompson Creek Elementary School Walpole North Elementary School <b>(W)</b>  Cayuga Secondary School Dunnville Secondary School Hagersville Secondary School McKinnon Park Secondary School	Bloomsburg Public School <b>(W)</b> Boston Public School <b>(W)</b> Courtland Public School Delhi Public School Elgin Ave Public School Lakewood Public School Houghton Public School <b>(W)</b> Langton School <b>(W)</b> Lynndale Heights Public School Port Rowan Public School Teeterville Public School <b>(W)</b> Walsh Public School Waterford Public School West Lynn Public School  Delhi District Secondary School Simcoe Composite School Valley Heights Secondary school <b>(W)</b> Waterford District High School

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

**W** Indicates the school's water is supplied by a well which must be tested daily by a qualified Grand Erie employees.

a) **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.

b) **School Availability**

Available any weekday after 6:00 pm and on weekends. Schools are not available during non-school days, including Summer, Winter 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 CUS website

<https://granderie.ca/community/community-use-of-schools> allows Community Users to review Grand Erie's rules and regulations, permit types, insurance requirements, fees and charges, etc.

b) Community Users must have an account and login to the booking website in order to be able to book a Grand Erie facility: <https://gedsb.ebasefm.com/rentals/welcome>. Previous users who have forgotten their user login information can contact the CUS Permit Clerk for assistance. See page (12) for contact information.

c) Community Users / Permit Holders can watch the introductory video on the booking website.

d) The booking website allows users to check availability of school facilities, complete the permit application process and generate a CUS permit

e) 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.

f) 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.

g) 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.

h) 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.

i) Bookings are based on the following Priority:

1. Grand Erie.
2. Historical Groups.
3. Municipal Direct Programs governed through Joint Use of Facilities Agreements.
4. Affiliated Groups identified through Joint Use of Facilities Agreements.
5. 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 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

- (i) 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.
- (ii) 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 Grand Erie's representative when leaving.
- (iii) 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 employees 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:

- (i) For all critical injuries, Grand Erie requires to be notified of all Critical Injuries by contacting the After-Hours Emergency Contact, identified on the approved permit.
- (ii) 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 Grand Erie property must be of a lawful nature and in keeping with Grand Erie'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 permit 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 Grand Erie Licensing Agreement signed by the Superintendent of Business and Treasurer 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 property

The Ontario Smoke Free Act for public places prohibits Smoking / Vaping on Grand Erie 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 Grand Erie property 20 meters for smoking and vaping purposes, not just outside the building.

#### b) Alcohol Usage on Grand Erie property

- (i) For Community Use Events where alcohol will be served, Permit Applications must identify this through the CUS 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. Grand Erie reserves the right to waive this clause at its own discretion for certain events, permission may only be granted by the Superintendent of Business and Treasurer 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 Grand Erie the first right of refusal for the catering contract.
- (iv) If food is sold, the 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 Administrator(s). If a Community Users require the use of equipment, Permit Holder may identify this through the CUS booking system. The set-up of the equipment is the responsibility of the Permit Holder, under the supervision of a Grand Erie 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 employees 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 15<sup>th</sup> of each year or until the field's conditions are appropriate and run through to November 15<sup>th</sup>.

Some fields are booked and operated through another agreement, please refer to the CUS 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 Grand Erie buildings. Affiliates and Reciprocal groups may enter into agreement with, and training for water flushing from Grand Erie.

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. Please visit the CUS website for a full list of prohibited activities.

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 Grand Erie 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 Grand Erie 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 Grand Erie.
- (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 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 Grand Erie.
- b) Overtime rates paid to Grand Erie employee(s) who assist with CUS will be adjusted accordingly to contractual obligations Grand Erie has negotiated with its employees.
- 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.

(iv) Permit Fees:

(i) The CUS Fees structure is outlined on Grand Erie's website (<https://www.granderie.ca/board/community/community-use-schools/fees>).

The 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 CUS website (see above link)

Custodial fees will include two and half (2.5) 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 permits.

(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

(v) Grand Erie Cancellations:

CUS may cancel a permit if the permit holder has not been abiding by the limitations and restrictions outlined in the Community Use of Schools Procedure (FA-004) or the information outlined in this handbook.

(vi) Permit Holder Cancellations

A Permit Holder may cancel a Community Use event without cost (except for the non-refundable Permit Applications Fee and insurance fees if purchased) provided that written notice (email accepted) and a phone confirmation be provided to the CUS Clerk or designate at least three (3) business days prior to the date of the event.

(i) If a Permit Holder does not provide adequate time (minimum of three (3) business days) for Grand Erie to cancel, Community Use Permit incurred costs (e.g. custodial overtime, rental fees, technicians and permit fees) may be charged.

(vii) Permits are non-transferable.

(viii) Grand Erie reserves the right to revoke a Permit at any time.

## 16. Insurance Requirements

All permit holders, including municipal affiliates are required to provide the CUS Program with a Certificate of Insurance (COI) in the amount of not less than two million dollars (\$2,000,000) per occurrence, with **Grand Erie District School Board named as additional insured**. The COI is to be uploaded during the permit application process. Failure to provide a COI prior to the first date of the event(s), shall result in the permit not being processed.

Any group not able to provide a COI as outlined shall make application to purchase insurance through the CUS 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) Grand Erie recognizes that certain groups and events requesting use of school facilities are identified as low risk. Responsible Permit Holders who require access when custodial employee(s) 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 Grand Erie 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 preform water flushing activities.
- (iii) Grand Erie 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 Grand Erie 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 Grand Erie'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/Event Supervisors where a custodian is present:
    - (i) Permit Holders/Event Supervisors 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/Event Supervisors who have an Electronic Access Key:
    - (ii) Permit Holders/Event Supervisors 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 facility no longer than 15 minutes after the permit end time. The Permit Holder/Event Supervisors 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 Supervisors are to ensure security of the facility 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 Grand Erie CUS

### 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.

### 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,
  - Appellant's 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 Supervisor of Community Use and Security.
- (iii) Appeal reviewed by the Supervisor of Community Use and Security
- (iv) Overview compiled by Supervisor of Community Use and Security 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 Supervisor of Community Use and Security for review
- (vi) For Denied and Exemption Permit Appeals, Supervisor of Community Use and Security reviews and makes decision
- (vii) For Special Circumstances appeals, the Supervisor of Community Use and Security 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,  
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) Supervisor of Community Use and Security  
Policy/Procedure Administration, Community Partnerships and Municipal Affiliates  
519-756-6301 ext. 281305 [schoolrentals@granderie.ca](mailto:schoolrentals@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 B: Community Use of Schools Conditions

### Access

Grand Erie District School Board (Grand Erie) 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.

Groups which might reasonably be expected to have their own accommodation will be limited to one year's use. ie. Church Services.

### Special Non-School Days

Generally, CUS is unavailable for Statutory holidays, Professional Development Days, Winter 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 Grand Erie.

### Insurance

A Permit Holder must present an up-to-date liability insurance certificate naming **Grand Erie District School Board as additional insured** prior to the approval of their permit. The Grand Erie's school insurance does not cover individual people or groups who use Grand Erie facilities for CUS. A minimum liability limit of \$2,000,000 per occurrence is required. To purchase liability insurance through Grand Erie, contact 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 Event 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 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 Administrator.
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 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 Grand Erie facility.
14. Permit Holders are not permitted to store furniture, equipment or materials in any facility without prior approval from Administrator indoor practice or whiffle balls must be used for indoor baseball practice.

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

The Ontario Smoke Free Act for public places prohibits smoking/vaping on Grand Erie Property policy applies 24 hours a day. Permit Holders and Event Supervisors must ensure that participants move 20 metres off Grand Erie property for smoking/vaping purposes, not just outside the facility.

### **Emergency Procedures**

Emergency contact numbers for Grand Erie employee(s) 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 facility.

### **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 representative who will inform the CUS clerk. The costs to repair or replace damaged property are the responsibility of the 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 Administrator(s) 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 Grand Erie 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 Grand Erie 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: Grand Erie reserves the right to waive this clause at its own discretion for certain events.

**Doors**

In order to ensure safety to all, the caretaker will open doors for permit holder at the start time of the permit. Door will be locked at all times. The Community Use group is responsible for opening doors for their late participants. **The propping open of doors is not allowed.** Continued propping of doors could result in termination/cancellation of future permits.