



School day activities, extra-curricular activities and parent involvement activities organized or sponsored by the school or school board have priority use of school space during and after regular school hours.

Community partners, agencies, groups and individuals and school/board employees will respect each other's roles, responsibilities and obligations to the community and education system.

Custodial staff are required to be present for all after-school hours use of school buildings for safety, security and facility clean up unless arranged and approved otherwise.

Applicable rental and other fees, including a non-refundable processing fee, will be applied to all permits in accordance Board Procedure 540: Community Use of Schools. Permit holders may be charged additional fees if it is necessary to employ district staff or provide equipment for special needs arising from the activity. (e.g. additional custodial time to perform extraordinary cleaning duties to ensure that the building is suitable for use by the school following the group's activity).

ACCESS AND LIMITATIONS

The use of school buildings, grounds and/or equipment is restricted to authorized permit holders only. The permit is not transferable.

The facility is to be used only on the date(s) and hours indicated and for the purpose specified on the permit. The facility must be vacated by the time shown on the permit or additional charges will apply.

The use of alcohol, drugs and tobacco is prohibited on board property.

Misuse or abuse of school facilities, buildings, grounds or equipment by any group may result in the permit holder being denied the future use of the facilities.

School grounds and sports fields may be posted as out-of-bounds depending on seasonal weather conditions.

The board will endeavour to provide at least 48 hours advance notice to the permit holder if it is necessary to cancel a booking or permit. Cancellation may be immediate in the event of poor weather conditions or for other reasons deemed necessary by the director of education or designate.

The director of education or designate, may request that special supervision be provided at special events, and require the permit holder to provide security guards, (such as off-duty police, firefighters, or regular security guards) to ensure that the event is properly and adequately supervised.

RESPONSIBILITIES OF PERMIT HOLDER:

The permit holder is responsible for the conduct of all persons admitted to the building and grounds and shall ensure that all regulations, terms and conditions contained in the permit are strictly observed.

The permit holder will ensure that all event supervisors are aware of and adhere to all regulations, terms and conditions contained in the permit. If it is reported that the standard of supervision was not of an acceptable level or the permit holder or event supervisor did not follow the specified regulations, the permit may be cancelled and no permit will be issued to that permit holder in the future.

The permit holder will ensure that, where schools or rooms have been posted as allergy sensitive areas, all event supervisors and participants are made aware that certain products such as nuts, latex and specific foods will not be permitted within the area.

The permit holder or event supervisor is responsible for the enforcement of all fire safety regulations and must ensure that no obstructions are placed in corridors or in front of fire exits. The permit holder or event supervisor must inform all group members of emergency evacuation procedures and exit locations.

The permit holder must have an appropriate plan to deal with medical emergencies. If an accident or injury occurs, the permit holder or event supervisor must report the incident immediately to the on-site custodian and inform the Community Use of Schools office the next day.

The permit holder will ensure that appropriate liability insurance coverage is in place prior to the first booking of the permitted activity.

The permit holder is responsible for ensuring that all members of the user group who will have direct contact with students of the school during the day have provided a satisfactory Criminal Reference Check to the school principal.

The permit holder or event supervisor will provide at least 24 hours' notice of any event cancellations.



The permit holder will ensure that all costs associated with the facility use are paid in a timely manner.

The permit holder is responsible for all damages made to board buildings, property or equipment and shall indemnify and save harmless the Board from any claim whatsoever by or in respect of any person or persons.

SPECIFIC REQUIREMENTS

Electrical Services Connections: Bands, theatre groups, or other permits with special electrical service requirements must be approved by Facility Services. Electrical equipment must display certification by Canadian Standards Association, Underwriter Laboratory Standards or Ontario Hydro. Connection to an electrical panel must be performed by a qualified electrician approved by the Facility Services.

Smoke Generating Equipment and Appliances: Fog machines or other smoke generating equipment are not permitted without the express approval of the Facility Services.

Sale of Goods: Refreshments or other goods may be sold upon approval. These activities must therefore be noted on the permit. It is the duty and responsibility of the permit holder to determine if there is any local, provincial or federal tax applicable to the function and to collect and remit such tax to the proper governmental authority.

Advertising: No advertising in connection with any production or event is to be displayed on or affixed to any part of the school buildings or grounds unless authorized by the principal.

Pianos: Pianos may be moved, if approved by the principal and/or Community Use of Schools office, from one level to another (e.g. from floor level to stage) by a specialized piano moving company. Costs are the responsibility of the permit holder.

Gymnasium Use: Group participants must wear rubber soled shoes and use non-marking, indoor balls. No hard balls are permitted. The application of powder, wax, tape or any other preparation to gymnasium or auditorium floors for dancing or other purposes is prohibited.

Stage Use/Stage equipment: Set up or moving of stage equipment and set pieces must be performed outside school hours or as may be arranged with the principal. All equipment and set pieces must be removed immediately after the event or as arranged with the principal prior to the performance. Construction of stage sets and decorations shall be subject to the approval of the principal. The permit holder will ensure that:

- i) no flammable objects are used for any purpose or brought on to the property in connection with any activities or performances without special permission from appropriate authorities;
- ii) all decorations are of a non-flammable material or treated with a flame retardant;
- iii) all props, displays or other materials used on stage, in the wings, or elsewhere in the building do not block or hinder exit ways; and
- iv) all fire and safety precautions are strictly adhered to.

Computer Lab: Community groups or individuals wishing to use a computer lab must contact the community use of schools liaison in addition to submitting a permit application. If approved, the permit holder must assign a designated instructor, who will be responsible for ensuring that:

- i) software installation is co-ordinated through Information and Technology Services (ITS); additional charges may apply;
- ii) users log in to the network with designated user ID [identification] only;
- iii) computer systems are shut down using the proper procedure;
- iv) technical problems which may impact subsequent users are reported to the ITS Help Desk at 613-966-1170, extension 2424;
- v) consumable supplies, such as printer paper are provided by the participants; and
- vi) a course outline indicating the purpose of the course, a list of software, network, printer and user disk space resources are available upon request.

Kitchen Use: Access to kitchen facilities in schools is at the discretion of the school principal and upon approval of the director of education of designate. Access to cafeteria kitchen facilities in secondary schools must be pre-approved by the cafeteria services vendor at the school and are subject to additional fees payable to the vendor. Approval of kitchen use must be noted on permit.

Use of kitchen facilities by the public, if approved, must follow the Ontario Fire Code and the Ontario Building Code, specifically as it relates to cooking that produces grease laden vapours. Additional costs may be added to the permit to cover the use of equipment as well as cleaning products required.

Please refer to Administrative Procedure 540: Community Use of Schools for additional information regarding usage requirements and rental fees at www.hpeschools. Questions can be directed to Community Use of Schools.