



<b>Adopted</b>	October 2008
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## **COMMUNITY USE OF SCHOOLS**

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### **1) PURPOSE**

Hastings and Prince Edward District School recognizes that schools are hubs for community activities. They are places where people come together to meet, play and learn.

HPEDSB encourages community use of its buildings and grounds. In partnership with the Ministry of Education, the board offers affordable and accessible space to community partners, agencies, groups and individuals in support of healthy, active lifestyles and sustainable, vibrant communities.

This administrative procedure governs community use of school board buildings, equipment, grounds and sports fields, and the use of buildings and grounds for school-sponsored activities that take place after regular school hours.

### **2) GUIDING PRINCIPLES**

- a) Permit holders (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.
- b) 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.
- c) School buildings, grounds and sports fields will be made available for community use after school hours for the mutual benefit of students and/or the community, in a manner that is both fair and equitable, on a cost recovery basis. The board, where feasible, will ensure that after-hours user fees are affordable for not-for-profit community activities.
- d) A permit is required for use of all board buildings, grounds and fields by all non-school groups at all times, and for all school and board related activities that begin after 5:30 p.m. or extends beyond 6:00 p.m. on week days, and at any time on weekends and holidays.
- e) 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.
- f) Liability insurance is required for all community and non-school/board sponsored activities.
- g) A satisfactory Criminal Reference Check is required for any member of a community group who will have direct contact with students of Hastings and Prince Edward District School Board during the school day.
- h) The board may limit community use to certain building locations it deems appropriate and may suggest alternative locations, if available.
- i) The board may consider long-term arrangements for use of buildings and grounds.
- j) The director of education or designate reserves the right to refuse any group or permit.

### **3) PERMIT APPLICATION PROCESS**

- a) All permit applications are facilitated through the school board's online facility reservation system. Online booking and instructions for use can be accessed from the Community Use of School website, at [www.hpeschools](http://www.hpeschools). Alternate arrangements can be made by contacting the Community Use of Schools office if online access is not accessible.
- b) Applicants must be 18 years of age or older.
- c) Permit applications must be submitted at least 7 days before the date on which the facility is required.
- d) The applicant may choose to visit the school to examine the facilities prior to submitting a permit application. The applicant must check in at the main office for assistance.
- e) Liability insurance, indicating a minimum of \$2 million liability coverage and naming Hastings and Prince Edward District School Board as an additional insured, must be provided at the time of the permit application. If the applicant or user group does not have insurance, the board will make arrangements to provide this coverage through Ontario School Board Insurance Exchange (OSBIE). The cost of coverage will be invoiced to the permit holder.

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- f) All permit applications must be approved by the Community Use of Schools office prior to the permit being issued.

4) **ACCESS AND LIMITATIONS**

- a) The use of school board facilities, grounds and/or equipment is restricted to authorized permit holders only. The permit is not transferable.
- b) School board facilities and grounds are to be used only on the date(s) and hours indicated and for the purpose specified on the permit. They must be vacated by the time shown on the permit or additional charges will apply.
- c) The use of alcohol, drugs and tobacco is prohibited on board property.
- d) Use of school grounds is prohibited between the hours of 11:30 p.m. and 6:00 a.m.
- e) Activities such as dances for youth groups are restricted to school-sponsored events.
- f) Misuse or abuse of school board facilities, grounds or equipment by any group may result in the permit holder being denied the future use of the facilities.
- g) Facility Services may reserve specific dates for building and grounds maintenance to allow construction trades staff to perform planned work.
- h) School grounds and sports fields may be posted as out-of-bounds depending on seasonal weather conditions.
- i) Use of school buildings may be available during the summer months and on statutory holidays (e.g. Christmas and winter holiday periods). Additional charges will apply.
- j) Poor weather conditions may require closure of a school building and permits may be cancelled if staff are unavailable to open a facility.
- k) The board will endeavour to provide at least 48 hours advance notice to the permit holder if 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.
- l) 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.

5) **PERMIT HOLDER RESPONSIBILITIES**

- a) 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.
- b) The permit holder will ensure that all event supervisors are aware of and adhere to all regulations, terms and conditions contained in the permit.
- c) 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.
- d) 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.
- e) 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.
- f) 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.
- g) The permit holder will ensure that appropriate liability insurance coverage is in place prior to the first booking of the permitted activity.
- h) 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.
- i) The permit holder will inform the Community Use of Schools office of any event cancellations. The permit holder will be invoiced for the full amount if the permit holder or event supervisor fails to provide

at least 24 hours' notice. Exempt groups will be invoiced at the non-exempt rate. Refer to Appendix A: Facility Rental Fees for more information.

- j) The permit holder will ensure that all costs associated with the facility use are paid in a timely manner. Payment is required within 30 days of facility use, unless otherwise specified on the permit.
- k) 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.

#### 6) COMMUNITY USE OF SCHOOLS LIAISON RESPONSIBILITIES

- a) The community use of schools liaison will coordinate the facility reservation process and administer this procedure.
- b) The community use of schools liaison will:
  - i) respond to all requests, inquiries and concerns regarding community use of school board facilities and grounds;
  - ii) ensure that all communication related to permits, including cancellations, payments, notifications and activity follow up, is facilitated through the online facility reservation system; and
  - iii) ensure that appropriate school and board staff are informed of all permit activities through the online facility reservation system.
- c) The community use of schools liaison will request information from school principals each September about specific rooms within a school that may be used by after-hours groups, including any restrictions related to student or staff allergies. A specific disclaimer notice will be added to all approved permits to notify groups about any allergy-related restrictions.

#### 7) PRINCIPAL RESONSIBILITIES

- a) The principal may access a building after hours without a permit. Principals may approve after-hours access without a permit by staff for specific work-related duties **not including group activities or events**. Access shall be in accordance with Procedure 537: Keys and Security Systems.
- b) The principal will inform the community use of schools liaison of any changes to building or grounds, allergy-sensitivities and emergency plans that may affect community use permits.
- c) The principal will ensure that permits have been obtained for all school events and activities that take place after regular school hours, on non-school days, during the summer months or on weekends and holidays.
- d) The principal or designate will inform the community use of schools liaison at least 48 hours in advance if a community use event needs to be cancelled for a school-sponsored activity.
- e) The principal or designate will inform the community use of schools liaison of any incidents of vandalism or loss to ensure appropriate follow up with the permit holder in a timely manner.
- f) The principal has the authority to prohibit any activity which is not prescribed on the permit.

#### 8) CUSTODIAN RESPONSIBILITIES

- a) The custodian, in the absence of the principal, has the authority to prohibit any activity not prescribed on the permit. The custodian is not authorized to allow use of special equipment and/or the facility unless specified on the permit.
- b) The custodian will:
  - i) ensure sidewalks and access points to the building are clear of snow and ice;
  - ii) ensure the building is open when the permit group arrives and secure the building upon their departure;
  - iii) provide equipment access and furniture set up as described on the permit;
  - iv) perform flushing, testing and sampling of water systems as required by Ministry of Environment regulations;
  - v) monitor building services to ensure air handling equipment is operational;
  - vi) provide other reasonable services that may be of assistance to the permit holder, such as stocking washrooms, opening doors and other normal custodial duties.
  - vii) ensure clean up at completion of the permit to allow school operation on the following school day;
- c) The custodian will report the following incidents to the principal and community use of schools liaison:
  - i) accidents that occur during a permit to a participant;

- ii) incidents of vandalism, theft, damage or loss of board property; and
- iii) misuse/abuse of building or equipment, lack of supervision or any infraction from the roles, responsibilities and obligations set out in this procedure; and
- iv) deviations to the permit (e.g. group did not show up or stayed past their allotted time).

#### 9) USER GROUP CATEGORIES

Permitted activities will fall under the following user group categories.

Category	Description
<b>Group A</b>	<ul style="list-style-type: none"> <li>– Internal school or board associated/sponsored events or activities, such as extra-circular events, parent engagement activities, school council meetings, graduation, school performances and board committee meetings.</li> <li>– Not-for-profit or charitable youth groups such as Scouts, Guides, Cadets, church youth groups or Sunday school.</li> <li>– Local children's sports and recreation service providers and child care operations.</li> </ul>
<b>Group B</b>	<ul style="list-style-type: none"> <li>– Local not-for-profit adult sports, community, cultural and/or religious groups. Events include adult or youth/adult mixed sports and recreation, local church services and community fundraising events, concerts, dance and music recitals organized by not-for-profit or charitable groups.</li> <li>– Youth birthday parties.</li> <li>– Youth programs with instructor fees, such as karate lessons, music lessons, driver education courses, hunter safety courses, general educational development (GED) courses.</li> </ul>
<b>Group C</b>	<ul style="list-style-type: none"> <li>– Local commercial /business groups such as political parties, theatrical, entertainment, concert and performance groups.</li> <li>– Private gatherings such as wedding and promotional events.</li> <li>– Third-party fundraisers.</li> </ul>
<b>Group D</b>	<ul style="list-style-type: none"> <li>– Out of town private/commercial companies using schools for business purposes.</li> </ul>

#### 10) FACILITY RENTAL FEES

- a) Rental fees are based on the type of space used per hour and are described in Appendix A: Facility Rental Fees, attached to this procedure. Rental fees are subject to an annual review.
- b) Reduced rates may be approved by the director of education or designate on written application from the group.
- c) Additional fees will apply for weekend and holiday use, as described in Section 11, Additional Fees.
- d) Where multiple rooms are booked, the hourly rate is applied once to the room with the highest rate.
- e) Hourly charges will begin when the group enters the facility and will continue until the group has vacated the facility, or the time indicated on the permit, whichever is longer.
- f) If security guards, fire marshals or additional supervisors are required, they will be recruited and paid for directly by the permit holder.
- g) Permits for use of grounds do not include school change or washroom facilities unless specified on the permit. Additional fees will apply.
- h) Permits that extend beyond 11:00 P.M. are subject to additional costs.
- i) Additional fees will apply if extra custodial or stage crew support is required.
- j) Permit holders may be charged additional fees if it is necessary to employ school board employees or provide equipment for special needs arising from the activity.

**11) ADDITIONAL FEES**

The following fees are in addition to the facility rental fees and will be added to the permit accordingly. Reduced fees may be approved by the director of education or designate upon written application from the permit holder.

- a) **Permit application Fee:** A minimum, non-refundable permit application fee will be charged for all permits. The rate fee will be set by the director of education or designate and will be posted on the community use website at [www.hpeschools](http://www.hpeschools) .
- b) **Custodial Fee:** A custodian is required to be on site for all permit activities within the school building. Permit approval is subject to custodial staff availability.
  - i) Custodial charges do not apply on weekdays during regular custodial shifts as long as additional support is not required.
  - ii) Custodial fees will apply for weekend and holiday bookings and will automatically be charged to the permit. These fees are partially subsidized for Group A and B, subject to the availability of Ministry funding as noted in Appendix A, Facility Rental Fees. Custodial fees will be posted on the Community Use of Schools website at [www.hpeschools](http://www.hpeschools).
  - iii) Additional fees may apply to cover the custodial time to perform extraordinary cleaning duties to ensure that the building is suitable for use by the school following the group's activity.
- c) **Equipment Fee:** School equipment may be used by non-school groups if approved by the school principal. Request for use must be specified on the permit application.
  - i) Equipment includes but is not limited to:
    - audio visual support
    - volleyball/badminton nets and posts
    - sports equipment
    - stage sound and lighting systems
    - tables and chairs
  - ii) Fees for equipment use will be applied on a per permit basis at a rate established by the director of education or designate. Fees will be posted on the Community Use of Schools website at [www.hpeschools](http://www.hpeschools).
  - iii) Revenue generated from use of school or board equipment will be used for equipment repairs or purchase of new equipment.

**12) SPECIFIC REQUIREMENTS**

- a) **Electrical Services Connections:** Bands, theatre groups, or other permits with special electrical service requirements must be approved by Facility Services.
  - i) Electrical equipment must display certification by Canadian Standards Association, Underwriter Laboratory Standards or Ontario Hydro.
  - ii) Connection to an electrical panel must be performed by a qualified electrician approved by the Facility Services.
- a) **Smoke Generating Equipment and Appliances:** Fog machines or other smoke generating equipment are not permitted without the express approval of the Facility Services.
- b) **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.
- c) **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.

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- d) **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.
- e) **Gymnasium Use:**
- i) Group participants must wear rubber soled shoes and use non-marking, indoor balls.
  - ii) No hard balls are permitted.
  - iii) The application of powder, wax, tape or any other preparation to gymnasium or auditorium floors for dancing or other purposes is prohibited.
- f) **Stage Use and 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-inflammable 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.
- g) **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.
- h) **Kitchen Use:** Access to kitchen facilities in schools is at the discretion of the school principal and upon approval of the director of education or designate.
- i) 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.
  - ii) 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.
  - iii) Additional costs may be added to the permit, to cover the use of equipment as well as cleaning products required

**Legal references**

- *Education Act*, section 171 Powers of Boards: Permit Use of School; section 265 Duties of Principal: Care of Pupils and Property; section 286 Duties of Supervisory Officers: Supervise Buildings and Property
- *Trespass to Property Act*
- *Ontario Fire Code [2.6.1.12. (1)]*
- *Ontario Building Code (6.2.2.6)*

**District references**

- Form F540-1: Permit Request Form
- Procedures 135: Emergency Response
- Administrative Procedure 145: Board Code of Conduct and School Codes of Conduct
- Administrative Procedure 147: Technology Use
- Administrative Procedure 151: Access to School Premises
- Administrative Procedure 155: Shut Down of Building/School
- Administrative Procedure 498: Volunteers in Schools
- Administrative Procedure 534: Vandalism, Theft, Damage or Loss Affecting Board Property
- Administrative Procedure 536: Safety and Security of Buildings and Property
- Administrative Procedure 537: Keys and Security Systems
- Administrative Procedure 570: Facility Partnership
- Administrative Procedure 575: Child Care Programs in Schools

**APPENDIX A****FACILITY RENTAL FEES**

Effective June 2014

The following hourly rental fees will apply to the use of all facilities at all times.

Space Type	Group A	Group B	Group C	Group D
auditorium	Exempt (no charge)	\$15	\$30	\$60
gymnasium, cafeteria, lecture theatre, library	Exempt (no charge)	\$12	\$24	\$48
classrooms, general purpose room, meeting /conference room, grounds and fields	Exempt (no charge)	\$6	\$12	\$24
designated sports fields	Exempt (no charge)	\$12	\$24	\$48
foyer, open area, stage, washroom, change room	Exempt (no charge)	\$4	\$8	\$16

Fees for Group A and B are subsidized through an annual grant, provided by the Ministry of Education, to make rates more affordable for not-for-profit groups. Should the grant be discontinued, the non-subsidized rates as shown in Group C will apply.

Additional fees will apply for weekend, holiday bookings and weekday bookings where there is not a regularly scheduled custodian in the school.