

POLICY

6.50 SCHOOLS - BUILDINGS, GROUNDS AND FACILITIES - USE OF

It is the policy of the Dufferin-Peel Catholic District School Board to make school buildings; grounds and facilities available for community use to the fullest extent possible within established regulations made by the Board.

It is the intent of the Board to have its facilities used in the best interests of the community when they are not required for school use. The first priority of the Board is education and, in this context, due regard shall be given to the preservation of the educational program of the school and the protection of buildings, grounds, facilities and equipment.

Since the Ministry of Education funding formula does not recognize the use of schools by the community it is essential the use of Board facilities and organizations be based on a minimum of actual cost recovery. To do otherwise would necessitate the reduction of funding to other areas of education.

The issuance of a permit is subject to the following conditions. Any individual or group that cannot subscribe to the following conditions of use will not be issued a permit or if a permit has been issued, it will be cancelled.

The Board may enter into unique arrangements with parties (i.e. leases, joint-use agreements, covenants, contracts, etc.) under terms and conditions that differ from those within this Policy and Regulations.

REGULATIONS

6.50 SCHOOLS - BUILDING GROUNDS AND FACILITIES - USE OF

1. CLASSIFICATION AND CONDITIONS

Individuals or organizations wishing to use school facilities shall be classified as follows:

GROUP (A)

Board and School Sponsored Activities

All Board or School events, school purposes including approved teacher in-service sessions, School Dances, School Sporting Events, Continuing Education, all groups representing exceptional persons (as per Bill 82), PTA, (regular) meetings of Parent Groups for School Fundraising, Education committees, Catholic Churches for the celebration of the Eucharist, Catholic Religion Service or instruction and educational activities.

Conditions: When a committee member who is also a member of the school staff will be attending the meeting, it is deemed that the group will be put on the honour system. No custodian will be in attendance unless specifically requested, and approved by the Manager, Custodial and Office Services. (If a custodian is approved, the Board will pay the custodian's overtime rate.)

GROUP (B)

Youth Groups and Catholic Parish Organization Meetings

Meetings and activities of non-profit Community Youth Groups under sixteen (16) years of age whose membership is not restrictive and whose leaders and/or instructors receive no direct compensation for supervising and/or instructing these groups. (i.e. Scouts, Beavers, Girl Guides, Brownies, Cadets, Cubs) also Meetings of Catholic Organizations and other Groups approved by the Board (i.e. Meetings for Knights of Columbus and Catholic Women's League).

Conditions: Processing fee. Group pays custodian overtime rate after regular custodial hours. Group pays alteration/cancellation fee.

/ 2 . . .

GROUP (C)

Community Groups and Club Activities

Individuals and adult groups providing services or programs to the community for non-profit as well as those charging admission, participation and/or user fees and paid supervision or instruction. These groups may include, (i.e. Community Church Groups, Non-school related athletic groups, community groups for group meetings, second language instruction and other educational groups, tournaments, Knights of Columbus, Catholic Women's League, music, dance and drama groups and private groups). Also, children and youth sports activities, activities of Board employees that are not directly sponsored by the Board (i.e. Board employees wishing to organize Board staff for recreational soccer, basketball, volleyball, yoga etc).

Conditions: A Processing Fee, plus a facility fee per use, or a Seasonal Flat Rate. Group pays custodian overtime rate after regular custodial hours. Group pays alteration/cancellation fee.

GROUP (D)

Recreation Department – Summer Programs

Facilities may be granted for summer playground purposes by arrangement with the Board. Use will generally be restricted to school grounds and washrooms. Charges will be determined annually.

Conditions: A Processing Fee, plus a facility fee per hour. Group pays custodian overtime rate after regular custodial hours. Group pays alteration/cancellation fee.

GROUP (E)

Commercial / Private Activities

Private and Corporate Groups using the facilities for meetings or activities, Professional Theatre Groups, Church Groups, Political Groups, Private Fitness and Dance Instructional Groups for Private or Corporate gain (i.e. organizations using facilities for corporate recreational activities.)

Conditions: A Processing Fee, plus a facility fee per hour/full day flat rate. Group pays custodian overtime rate after regular custodial hours. Group pays alteration/cancellation fee.

GROUP (F) – Special Events

Private Individuals using facilities for Special Events such as Weddings, Receptions, Dinner Dances, (i.e. New Year’s Dances, Team Fundraising Dinner Dances, and Dinner Dances for Knights of Columbus and Catholic Women’s League) and other Special Functions.

Conditions: A Processing Fee, plus a Special Event fee. Group pays custodian overtime rate after regular custodial hours. Group pays alteration/cancellation fee.

GROUP (G) – Child Care Programs

Any child care program licensed under the Day Nurseries Act, except for those which occupy designated childcare facilities.

Conditions: Charges, including those for the use of furniture and equipment, shall be in accordance with the Board’s Child Care Policy.

NOTE: FOR ALL WEEKEND OR SPECIAL EVENTS A CUSTODIAN OR CUSTODIANS MAY BE ASSIGNED.

/4. . .

6.50 Regulations:
Schools - Building Grounds and Facilities - Use of
Cont'd . . .

2. GENERAL RULES AND CONDITIONS

(a) Applications

All applications for the use of school facilities (including actual in-school use) must be made on the form approved by the Board and available at the school or Board office. All requests must be made a minimum of two weeks prior to the date required. The application form must include all facilities and equipment that will be required (piano, P.A. System, projector, screen, stage lighting, etc.) and forwarded to the Permit Officer.

(b) Supervision

(i) Any School approved event shall be supervised by school staff and parental groups.

(ii) Youth dances not sponsored by the local school or school related groups must be provided with parental or other authorized supervision. These groups are required to employ one or more off-duty police officers from the Regional Police Department or security services employee as stipulated by the Board's Administrators.

iii) For dances where an L.L.B.O. permit is issued to the user groups, one or more off-duty police officers from the Regional Police Department or security services employee shall be employed when deemed necessary by the Board. Permission to apply for an L.L.B.O. permit must be given by Permit Officer.

(c) The applicant may not use the school facilities and may not be on school property without a properly approved and processed permit from the Permit Officer. The person(s) responsible (as indicated on the permit) and the permit must be present on school premises for the duration of the permit.

(d) Minors must be supervised at all times, and must not enter the school prior to the arrival of the leader and/or instructor.

/ 5 . .

6.50 Regulations:
Schools - Building Grounds and Facilities - Use of
Cont'd . . .

(e) The hours stated for use on the permit will be the actual time the building may be occupied and must be vacated. An extra charge will be levied for the overage as per applicable rates. Preparation time and cleaning time must be arranged in advance.

(f) Activities must be confined to the areas allotted for use on the permit.

(g) Footwear must be appropriate for room used.

(h) School property and facilities must not be disturbed in any way.

(i) Any damage to school property or facilities shall be reported to the Manager, Custodial and Office Services as soon as possible by the appropriate staff:

- The custodian, if on duty;
- The leader of the group when no Board employee is present;
- The Principal on his/her daily inspection of the premises on the next school day.

(j) For the purposes indicated on the permit, the applicant shall be responsible for the conduct and supervision of all persons admitted to the school building and shall see that all regulations are strictly observed. The applicant shall also be financially responsible for any damage occurring to the school buildings, facilities and equipment, and injury to a person and persons admitted to the building or grounds. Groups are encouraged to preview facilities as per Board policy.

(k) No person, other than authorized Board employees shall tamper with or adjust mechanical equipment such as but not limited to thermostats, fans, blowers, etc.

/ 6 . .

6.50 Regulations:
Schools - Building Grounds and Facilities - Use of
Cont'd . . .

(l) Fire routes and pedestrian walkways shall be kept clear at all times. Vehicles may only be parked in approved parking lots, not on playing fields or grass. The permit holder is responsible for advising participants and spectators that school parking is limited. Parking space will be provided as available, but assured parking on site cannot be guaranteed.

3. PERMITS

Permits will be granted providing:

- (1) Accommodation is available.
- (2) There are no conflicts with the regular and summer school program or related school activities or scheduled maintenance projects.

Permits are available for board facilities throughout the year. However, due to cleaning, maintenance requirements, and the Board policy to encourage custodial staff vacations during school closings, permits will not be available during:

- Statutory Holidays
- Board scheduled shutdown periods
- Two weeks prior to school closings in June
- Two weeks prior to school opening in September and including the first week of September
- Exceptions to the above may be provided to Licensed Child Care, Licensed Before/After School Programs or other programs upon approval of the Board.
- Designated P.A. Days

(3) Permits for after school use are valid between the hours as indicated on the permit.

/ 7 . . .

6.50 Regulations:
Schools - Building Grounds and Facilities - Use of
Cont'd . . .

4. RESTRICTIONS

(1) The Board shall not store equipment or supplies owned by outside agencies, persons, or groups. It must be noted that the Board and/or the School shall not be held responsible or liable for damages or loss to any non-board equipment or supplies.

(2) Distribution of keys to permit holders is the responsibility of the School Principal. Keys will be issued by the schools. A security deposit of \$25.00 may be levied by the school. No individual or group is to have keys without prior approval of the Principal as per G.A.P. Policy 701.03.

Custody of the keys is the responsibility of the key holder. Any infraction of this trust will result in the privilege being withdrawn and charges levied to the key holder for costs incurred by the Board for re-keying.

(3) Any cost incurred due to false alarms and damage to Board property caused by the permit holder will be charged to the permit holder.

(4) As per Board Policy #6.70.1 and 6.70.2 No Smoking will be allowed in Board buildings, vehicles or on Board Property. Any public group that contravenes the Policy of a Smoke-Free environment will have their school use permit rescinded.

N.B. Any infraction of these regulations may cause the permit to be cancelled.

/ 8 . . .

6.50 Regulations:
Schools - Building Grounds and Facilities - Use of
Cont'd . . .

5. EQUIPMENT

No school equipment of any kind will be made available to any group without the prior approval of the Permit Officer.

(a) Audio visual equipment may be available to groups provided that a qualified operator is to operate the equipment. A fee will be charged for the use of all audio visual equipment.

(b) If the public address system and special stage lighting are required, an authorized Board employee must be engaged to operate them.

(c) Pianos may not be moved from one level to another e.g. from the stage of the gymnasium to the floor of the gymnasium or vice versa.

6. **SPECIAL CONDITIONS**

(a) Education Committees, Parent-School Groups, Parish and School Board organizations shall have priority over outside organizations for regular meetings. Applications from outside groups should be made by the 1st of July of each school year.

(b) Some Board, School and parish organizations will not need a regular date. However, it may be necessary to cancel the reservation of an outside group for a particular date to accommodate a Board, School or Parish organization function. Two weeks notice is required for any permit to be cancelled.

(d) The Applicant will in no manner pledge the credit of the Board and it will save it harmless against any and all claims against persons or property which may be brought during or as a consequence of this agreement or the occupations arising thereunder.

/ 9 . . .

6.50 Regulations:
Schools - Building Grounds and Facilities - Use of
Cont'd . . .

7. **ACTIVITIES NOT APPROVED BY THE
DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL
BOARD**

(a) Any activity that is incompatible with the mandate of the Board or that may violate the canons of good morals, manners or taste, or may be potentially injurious to the building, grounds and equipment.

(b) Any form of gambling which in contrary to Municipal, Provincial or Federal Laws.

(c) Any form of advertising, on behalf of non-school groups, on the exterior of buildings or on school property. (306-95.05.16).

8. INTERPRETATION

The interpretation and administration of this policy and regulation are the responsibility of the appropriate Corporate Services Staff of the Dufferin-Peel Catholic District School Board. It is the prerogative of the Board to refuse the use of its facilities to any person or group or for any activities which are incompatible with the mandate of the Board.

9. INSURANCE REQUIREMENTS

The Board's Liability coverage for Community Use of Schools protects the **Board** against liability claims. The Board's Insurance coverage DOES NOT protect users or user groups.

All user groups must provide proof of general liability insurance in the name of the user group for the entire duration of the permit. Liability insurance shall save harmless the Board from any claims for damages that may arise from the use of the facilities. Applications will not be processed without a copy of this Certificate.

/ 10 . . .

6.50 Regulations:
Schools - Building Grounds and Facilities - Use of
Cont'd . . .

- 10 -

a) Applicants Possessing Acceptable Insurance

- Proof of liability insurance coverage in a minimum amount of \$2,000,000 is required and the Board shall be named as an additional insurer in the insurance policy.

- The insurance policy or policies shall contain a cross-liability clause protecting the Board against claims by the user groups as if the Board were separately insured, and protecting the user group against claims by the Board as if the user group were separately insured.
- Where there is ongoing continuous use, the insurance will contain a clause that it will not be cancelled or changed without the Board first having received not less than 30 days written notice of such cancellation or change.

b) Applicants Not Possessing Acceptable Insurance

User groups not possessing General Liability insurance will be required to purchase insurance acceptable to the Board for the duration of the permit and the premium fee shall be added to the permit.

10. FEES

All classifications, with the exception of 'Group A', shall be charged a processing fee and possible other fees for the use of the requested facility (gymnasium, cafeteria, classrooms etc.) payable by cash/cheque at the time of the permit application.

Alteration/Cancellation Fees:

All changes and revisions to a permit application must be submitted in writing and will be subject to an alteration fee. In the event of a cancellation the amount of the refund will be determined on a cost recovery basis.

Applicable fees are contained in Schedules A and Schedule B and may be reviewed as required.

/ 11...

6.50 Regulations:
Schools - Building Grounds and Facilities - Use of
Cont'd ...

- 11 -

PERMIT RATE SCHEDULE

SCHEDULE A

Group Classification	Rate Schedules
A - Board and School Sponsored Activities - Board or School Events, School Dances, School Sporting Events, Continuing	Schedule 1

Education, all groups representing exceptional persons (as per Bill 82), PTA, Parent Groups for School Fund Raising, Catholic Churches for the celebration of the Eucharist, Catholic Religion Service or instruction and educational activities.	No Charge Board pays custodial overtime if deemed necessary
B - Youth Groups and Catholic Parish Organization Meetings Scouts, Beavers, Girl Guides, Brownies, Cadets, Meetings for Knights of Columbus and Catholic Women's League and Church Youth Groups	Schedule 2 \$45.00 Processing Fee Group pays custodial overtime rate for after hour events
C - Community Groups and Club Activities Community Church Groups, Non-School related athletic groups, community groups for group meetings, second language instruction, educational groups, Tournaments, Sports for Knights of Columbus and Catholic Women's League and Private Groups and Activities of Board Employees that are not directly sponsored by the Board.	Schedule 3 \$45.00 Processing Fee Plus Facility Fee Classroom \$10.00/use General Purpose Room \$20.00/use Gym \$20.00/use Cafeteria only \$20.00/use Library \$20.00/use Seminar Room \$10.00/use Fields \$24.00/hour Group pays custodial overtime rate for after hour events
Children and Youth Sports Activities	\$35.00 Processing Fee Plus a \$65.00 Seasonal Flat Rate Group pays custodial overtime rate for after hour events
D - Recreation Department - Summer Programs	Alteration/cancellation fee - \$10 Schedule 4 \$45.00 Processing Fee Plus Facility Fee Classroom \$20.00/hour General Purpose Room \$25.00/hour Gym \$25.00/hour Cafeteria only \$25.00/hour Library \$25.00/hour Seminar Room \$20.00/hour Fields \$24.00/hour Group pays custodial overtime rate for after hour events Alteration/cancellation fee - \$10
E - Commercial / Private Activities Private/Corporate, Groups, Professional Theatre Groups, Church Groups, Political Groups, Private Fitness and Dance Instructional Groups.	Schedule 5 \$45.00 Processing Fee Plus Facility Fee Classroom \$20.00/hour Full Day - \$100.00 General Purpose Room \$25.00/hour Full Day - \$150.00 Gym \$25.00/hour Full Day - \$150.00 Cafeteria only \$25.00/hour Full Day - \$150.00 Library \$25.00/hour Full Day - \$150.00 Seminar Room \$20.00/hour Full Day - \$100.00 Fields \$24.00/hour Group pays custodial overtime rate for after hour events Alteration/cancellation fee - \$10
F - Special Events - Private Individuals for Weddings, Receptions, Dinner Dances for Non- Board functions and Special Functions for Knights of Columbus, Catholic Women's League, and Community Groups	Schedule 6 \$45.00 Processing Fee Plus \$300.00 Special Event Fee Group pays custodial overtime rate for after hour events Alteration/cancellation fee - \$10

/ 12. . .

6.50 Regulations:
Schools - Building Grounds and Facilities - Use of
Cont'd . . .

- 12 -

SCHEDULE 7

	Effective	Effective	Effective
<u>Annual Rates</u>	<u>September 1, 2002</u>	<u>September 1, 2003</u>	<u>September 1, 2004</u>

Child Care Centres	\$6.05/ sq. ft.	\$6.46/ sq. ft.	\$6.73/ sq. ft.
School-Aged Program Sites**	\$1,833.50	\$1,944.20	\$2,017.10

SCHEDULE 8

<u>Daily School-Aged Program Rates</u>	<u># Square Feet</u>	<u>Effective September 1, 2002</u>	<u>Effective September 1, 2003</u>	<u>Effective September 1, 2004</u>
Kindergarten	1000	\$30.25	\$32.30	\$33.65
Regular Classroom	750	\$22.69	\$24.23	\$25.24
Industrial Arts	1800	\$54.45	\$58.14	\$60.57
Lunch Room	900	\$27.23	\$29.07	\$30.29
Science Room	1180	\$35.70	\$38.11	\$39.71
Single Gym (including stage)	3000	\$90.75	\$96.90	\$100.95
Double Gym (including stage)	4000	\$121.00	\$129.20	\$134.60

*Note: Annual School-Aged Program Site rates include \$200/ year Administrative Fee