

DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD
GENERAL RULES AND CONDITIONS ON COMMUNITY USE OF SCHOOLS

a) **Applications**

All applications for the use of school facilities including actual in-school use must be made on the application form and approved by the Board and available at the school office and Permit Office. All requests should be made two weeks prior to the requirement. The application form must include all facilities and equipment that shall be required (piano, P.A. system, projector, screen, stage lighting, etc.) and forwarded to the Permits Officer. All permits which are pursuant to such applications are non-transferable and non-assignable and are only valid by the Organization named in the Permit and only when either the Person Responsible of the Alternate Contact are personally present and identifiable by a valid photo identification acceptable by the Board.

b) **Supervision**

- (i) School dances shall be supervised by school staff and/or parental groups.
- (ii) Youth dances not sponsored by the local school or school-related groups must be provided with parental or other supervision. These groups are required to employ one or more "duty officers" from the Regional Police Department as stipulated by the Board's Administrators.
- (iii) For events where an LLBO permit is issued to the user groups for the sale or service of alcoholic beverages, one or more off-duty officers from the Regional Police Department shall be employed. Alcohol Liability Insurance will be required for any event using alcohol. When deemed necessary by the Board, permission to apply for an LLBO permit must be given by the Permits Officer. (iv) All applicants must be adults ages 18 years of age or older.

c) The applicant may not use the school facilities until the permit is received from the office of the Permits Officer.

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

e) The hours stated for use on the permit will be the actual time the building may be occupied. An extra charge will be levied for coverage. Likewise, the number of people involved cannot exceed the number on the permit, failing which this constitutes a violation of the contract.

f) Activities must be confined to the areas allotted to the user on the permit (i.e. permit participants shall not wander or play in the hallways).

g) Except for dances and regular meetings, running shoes must be worn in the gymnasium.

h) School property and facilities must not be disturbed in any way. All outer doors must remain closed at all times and cannot be propped open for any reason. Trash must be disposed of in proper garbage receptacles.

i) Any damage to school property or facilities shall be reported to the Permits Officer by (1) Custodian if on duty; (2) group leader when no custodian present, or (3) principal.

j) Functions may not be held on holidays without consent of Plant Operations Supervisor.

k) No storage space of equipment is available.

l) No use of classrooms or other space is permitted without the principal's consent.

m) In consideration of the issuance of a permit by the Board to the applicant, the applicant hereby agrees, as a condition to the issuance of such permit, to indemnify and save harmless the Board, its directors, trustees, members, officers, employees, agents, successors and assigns from and against any and all claims, demands, liabilities, losses, costs, damages, actions and causes of action including, without limitation, personal injury and death, by whomsoever made, sustained, brought or prosecuted in any manner resulting from any person or property of such person being on Board premises as a result of the issuance of a permit hereunder.

n) Board employees only, may adjust mechanical equipment such as but not limited to thermostats, fans, etc.

o) **Equipment**

No school equipment of any kind will be made available to any group without prior consent of the Board and principal concerned. i)

School film projectors may be available for \$25.00 provided same is operated by a Board employee.

ii) Public address system and special stage lighting must be operated by a Board employee. iii)

Pianos may not be moved from one level to another -i.e., from floor level to stage.

p) **Special Conditions**

i) School oriented groups will have priority over outside groups. Applications must be received a minimum of 2 weeks prior to the date required.

ii) In some instances Board, school, parish activities will require the cancellation of regular permit holders. In these cases two weeks notice must be given to the Permits Officer. iii) During July and August permits may be cancelled if major maintenance is contemplated or in progress. No activities will be allowed during the two weeks prior to school opening.

iv) The applicant assumes financial responsibility for any/all damages to school property as well as the conduct and supervision of all persons under their charge.

v) Groups must provide notice of permit cancellation a minimum of 48 hours prior to event.

vi) All participants must follow standards that are consistent with the Board and School's Code of Conduct.

vii) The person responsible for the permit must confirm compliance with requirements set out in the *Accessibility for Ontarians with Disabilities Act* and related regulations.

ACTIVITIES NOT APPROVED BY DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD

a) Any activity that may be incompatible with the mandate of the Board or which 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 is contrary to municipal, provincial or federal laws.

c) Any activity which is in direct competition with private enterprise in the community.

d) **REGULATIONS**

6.70.1 SMOKE-FREE ENVIRONMENT

1) No smoking will be permitted in Board buildings, vehicles or on Board property.

2) The Principal will ensure that "NO SMOKING" signs are prominently displayed in areas that are normally used by the public. 3) Any public group that contravenes the policy of a Smoke-Free Environment will have their School Use Permit rescinded.

INSURANCE

The Board requires proof of insurance with the Board added as an additional:

- Coverage in a minimum amount of \$2,000,000 is required and the Board shall be named as an additional insured
- Cross-liability clause protecting the Board against claims by the users as if the Board were separately insured, and protecting the users against claims by the Board as if the users 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.

Cost of Insurance will be included on the permit if proof of Insurance has not been provided at time of processing. (Permit holders are responsible for retaining permits and insurance information. Duplicate copies will only be provided for a \$45.00 administrative fee.)

CONCLUSION: The interpretation and administration of these regulations is the responsibility of the Business Officers of Dufferin-Peel Catholic District School Board. It is the prerogative of Dufferin-Peel Catholic District School Board to refuse or cancel the use of its facilities to any person or group.