

## DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD

### GENERAL RULES AND REGULATIONS

All applications for the use of school facilities (including actual in-school use) must be made on the Board approved Application Form.

The interpretation and administration of these regulations are the responsibility of the Permits Department of Dufferin-Peel Catholic District School Board.

It is the prerogative of the Dufferin-Peel Catholic District School Board to refuse or cancel the use of its facilities to any person or group.

#### Conditions for Use

- All applicants must be 18 years of age or older.
- Applications must be received a minimum of 2 weeks prior to the date required.
- 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 this constitutes a violation of the contract.
- Activities must be confined to the areas allotted for use on the permit (i.e. permit participants shall not wander or play in the hallways).
- Groups may not use the school facilities until the permit is received from the Office of the Permits Department.
- Groups must provide notice of permit cancellation a minimum of 48 hours prior to the start of the permit. Permits which fall on the weekend must be cancelled no later than the Wednesday of the same week.
- All participants must follow standards that are consistent with the Board's Code of Conduct.
- The person(s) responsible (as indicated on the permit) shall be responsible for the conduct and supervision of all persons under their charge and are financially responsible for all damage done to school property.
- The person(s) responsible for the permit must confirm compliance with requirements set out in the ***Accessibility for Ontarians with Disabilities Act*** and related regulations.
- For events where an L.L.B.O. permit is issued to the user group 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 permit involving alcohol.
- Appropriate footwear must be worn in the area being used as indicated on the permit. In the case of the gymnasium, running shoes **must** be worn.

#### Special Conditions

- The Board has a duty to represent both School and Parish activities. Due to this, School Oriented Groups will have priority over outside groups. Additionally, as some School Oriented Groups do not need a regular date, it may be necessary to cancel the reservation of an outside group for a particular date to accommodate one of these functions.
- Permits will **not** be available during: Statutory Holidays, designated P.A. days, Board scheduled shutdown periods, two weeks prior to school closing in June, two weeks prior to school opening in September, the first two weeks of September, March Break and Christmas Break.

#### Insurance

- The Board requires proof of insurance before any permit will be issued. If proof of insurance has not been provided at the time of processing, the additional cost will be included on the permit application (Permit holders are responsible for retaining permits and insurance information. Duplicate copies will only be provided for an administrative fee).
- Coverage in a minimum amount of \$2,000,000.00 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 no less than 30 days written notice of such cancellation or change.

#### Supervision

- Any school approved event shall be supervised by school staff and/or parental groups.
- Youth dances sponsored by the school or school-related groups must be provided with teacher/parental or other adult supervision.
- Minors must be supervised at all times and must not enter the school prior to the arrival of the leader and/or instructor.
- 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. School property and facilities must not be disturbed in any way.
- 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 Board employee is present, or (3) principal on his/her daily inspection of the premises on the next school day.
- 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.

#### Equipment

- No school equipment of any kind will be made available to any group without prior consent of the Permit Officer.
- **Only Board employees**, may adjust, move or operate any equipment on the premises such as but not limited to: thermostats, fans, public address systems, special stage lighting, lifts, etc.
- The Board shall not store equipment or supplies owned by outside groups. It must be noted that the Board and/or School shall not be held liable for damages or the loss of any non-Board equipment or supplies.

#### Activities Not Approved By Dufferin-Peel Catholic District School Board

- Any activity that may be incompatible with the mandate of the Board, which may violate its: Catholic values, the canons of good morals, manners, taste, or may be potentially injurious to the building, grounds and equipment.
- Any form of gambling which is contrary to Municipal, Provincial or Federal laws.
- **Any activity which is in direct competition with private enterprise in the community.**
- All Board facilities are in compliance with **Regulation 6.70.1 Smoke-Free Environment** - which prohibits smoking in Board buildings, Board vehicles or on Board property. Any public group that contravenes the policy of a Smoke-Free Environment will have their School Use Permit rescinded.