

# THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

## **SUBJECT:**

AUTHORIZATION FOR USE OF SCHOOL FACILITIES

3E:13



## **POLICY STATEMENT:**

In accordance with the Education Act, the Huron-Perth Catholic District School Board may make available school facilities and premises for any educational or lawful purpose which it may deem proper, provided that it does not interfere with the proper conduct of the school, or does not violate the teaching of the Catholic Church.

## **PROCEDURE:**

### **1. RIGHT OF SCHOOL**

In granting permission for the use of school facilities, it is understood that school activities will take precedence over non-school activities.

### **2. WHO MAY USE FACILITIES**

- a) Any responsible individual or organization, excluding political parties, may be granted a permit to use school facilities. However, school facilities shall not be available for use by individuals or organizations for private gatherings or whose purpose it is to use the facilities for the operation of a business for private gain.
- b) Any use of the facilities that may violate the canons of good morals, manners or taste, or may be potentially injurious to the Board's buildings, grounds or equipment will not be approved.

### **3. AVAILABLE FACILITIES**

The accommodation of a school which shall be available are:

- a) Gymnasium – A gymnasium may include the regular area, the spectators' seating space, and if required, the dressing rooms and shower rooms.
- b) Classrooms – Secondary classroom use shall be at the discretion of the principal. The use of a classroom does not include the use of equipment within that classroom.
- c) Kitchen facilities – At the discretion of the principal.

Restricted spaces, unless specifically approved by the principal, are not available for rental. These include elementary classrooms, staff rooms, shops, kitchen facilities, science labs, administrative offices, computer rooms and technical facilities.

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**PROCEDURE:****4. WHEN FACILITIES MAY BE USED**

Permits may be granted for use of school facilities throughout the year.

- a) Subject to cleaning and maintenance requirements, permits may not be approved during:
- School holidays, including summer vacation
  - Christmas vacation period
  - March Break
  - Statutory Holidays

**5. EVENING USE**

The evening use of school facilities shall terminate no later than 10:00 p.m., the building to be cleared and closed by 11:00 p.m.

Start and end times of availability of school facilities for community use may be adjusted to accommodate custodial work schedules.

**6. EQUIPMENT**

Sports and technical equipment such as a public address system, sound equipment, computers, smart boards, etc. will not be available for use by organizations.

The provision of extra tables, chairs, dishes and cutlery shall be the responsibility of the organization renting the building. All tables, chairs, dishes, cutlery and other equipment brought in by the applicant for temporary use shall be removed without delay.

Use of tables and chairs regularly accessible at the school may be subject to a setup fee.

**7. STORAGE OF EQUIPMENT**

The storage of equipment or materials brought in by an organization shall not be permitted with the possible exception of: Cub, Scout, Brownie, Girl Guide, Catholic Parent-Teacher, School Council or YMCA groups. A principal may arrange storage of minor equipment, if space is available and it does not interfere with the operation of the school. The Board accepts no risk or responsibility for the loss or damage of any such equipment stored under this provision.

**8. SUPERVISION**

The applicant shall be responsible for the conduct and supervision of all persons admitted to the school buildings and grounds, and shall see that all regulations herein contained are strictly observed.

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**PROCEDURE:**

Youth activities held in the facility shall be supervised by a responsible adult who shall be named at the time the application for permit is made.

If the program requires the use of more than one room, the organization holding the permit shall provide one adult supervisor for each room in use.

**9. CARE OF PROPERTY**

- a) The applicant shall be responsible for insuring that reasonable care is taken to prevent damage to school property.
- b) Rubber soled shoes (approved for gymnastic use) shall be worn in gymnasium or auditorium for gymnastics or sports activities.
- c) The applicant shall insure that the use of any facilities under the permit shall be so conducted as to create minimum interference with normal school operation.
- d) Any damage to school property and equipment must be reported.

**10. LIABILITY FOR DAMAGES**

Any damages caused to the facilities or to any school equipment shall be the liability of the party holding the permit.

The Huron-Perth Catholic District School Board, its servants or agents shall not be responsible for any claims for damages that may arise out of the use of the facilities by the applicant.

The Huron-Perth Catholic District School Board, its servants or agents shall not be held liable for any charges which may be made as a result of the use of the facilities by the applicant.

As a condition of the rental, organizations and individuals using the Board facilities must provide proof of valid liability insurance (2 million minimum) with the Board named as an additional insured on the insurance certificate. If the organization or individual does not have insurance coverage, the Board will provide the option for the organization or individual to purchase insurance through the Ontario School Board's Insurance Exchange (OSBIE). The cost to purchase this insurance will be in addition to the permit fee.

**11. ACCESS TO SCHOOL**

If required, school keys shall be obtained from the Principal or such other agent as designated by the Board. School keys shall be picked up by the applicant prior to each use and returned to the Principal or such other agent of the Board in the morning on the first school day following each use.

Organizations and individuals using facilities or grounds on a regular basis, such as monthly or weekly, may be issued a key by an authorized official of the Board.

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**PROCEDURE:****12. REGULATIONS GOVERNING THE PERMIT**

- a) The facilities shall be used only on the date(s), hours and for the purpose indicated on the permit.
- b) The permit shall not be transferable.
- c) The permit may be revoked or cancelled by the Board at any time, with or without cause and there shall be no claim or right to damages or reimbursement, on account of any loss, damage, or expense whatsoever incurred by the applicant.
- d) The date of the permit may be changed by the Board should the facilities be required for school purposes.
- e) Games of chance, lottery, or gambling in any form shall be strictly forbidden.
- f) No alcoholic beverages will be consumed on the school premises including school grounds.
- g) No social dances shall be held in school facilities except as part of a school function.
- h) No smoking shall be allowed on school property.
- i) Any individual, group or organization using school facilities assumes full liability for any losses of or damage to school property, or neighbouring property, resulting from such use. Each applicant must obtain adequate liability insurance coverage for the use of the school facilities.
- j) Fees for services and supplies beyond facility use, administration and custodial time are to be billed on a cost recovery basis as determined by the Superintendent of Business.
- k) All fees for use of facilities shall be payable to the Huron-Perth Catholic District School Board.

**13. SCHEDULE OF RENTAL FEES**

- a) The rental fee to be charged an organization for the use of school facilities and premises shall be in accordance with a Schedule of Rental Fees.
- b) The fee charged shall be remitted to the Huron-Perth Catholic District School Board.

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**PROCEDURE:****14. ANNUAL REVIEW OF FEES**

The Schedule of Rental Fees shall be examined and revised when necessary, by the Board.

**15. CONTRACT**

All of the statements contained in this policy are a part of every contract whether stated or not stated explicitly in the permit.

**16. APPLICATION FOR PERMIT**

- a) Any organization, group or individual wishing to use Board facilities must submit a permit application to the Huron-Perth Catholic District School Board for approval.
- b) If the permit application meets all requirements of the Policy the permit application will be approved.
- c) If the permit application does not meet all requirements of the Policy the permit application will not be approved.
- d) Permit application requests should be received as far in advance as possible, preferably at least two (2) weeks before the date of the event.

**17. SCHEDULE OF FEES****1. GROUP A - Exempt****2. GROUP B**

Classroom/Library/Seminar Room	\$6.00/hr
Gym/Cafetorium	\$9.00/hr

**3. GROUP C - Commercial**

Classroom/Library/Seminar Room	\$15.00/hr
Gym/Cafetorium	\$35.00/hr

**4. OTHER**

Permit applications for use of facilities during the summer must be approved by the Board.

**NOTE:**

Where a custodian is required for Groups B or C a flat fee and/or an hourly rate as contained in the current Board Custodian Agreement will be charged in addition to the permit fee as per the Fee Guideline.

**5. FIELD OR PLAYGROUND USE**

No charge for field or playground use, but permission to use must be submitted as a permit application for approval.

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**PROCEDURE:****6. CANCELLATIONS/REFUNDS**

In the event of a school closure or whenever a booking is cancelled by the Board, a refund will be issued for the unused booking. In the event of cancellation by a permit holder, a refund will be issued minus 20% of the booking cost as an administrative levy. Insurance costs are only refundable when a permit is cancelled and no bookings have been used.

**7. METHOD OF PAYMENT**

The Board will determine appropriate methods of payment including, but not limited to, cash, cheque or electronic methods.

**18. CLASSIFICATION OF GROUPS****GROUP A – Exempt**

- a) Use of school facilities under a reciprocal agreement are deemed to be “Exempt”.
- b) Activities sponsored by the Board.
- c) All activities or programs sponsored by groups within the school system, such as:
  - Parent-teacher association meetings
  - School council meetings
  - Student council activities
  - Employee union or federation meetings
- d) Meetings or activities sponsored by the Catholic Parent-Teacher Association and/or School Advisory Council.
- e) General meetings or activities of Community Health Associations.
- f) All activities or programs of youth groups under the leadership of a responsible adult, such as: Boy Scouts, Cubs, Girl Guides, Brownies, 4-H Clubs, Junior Farmers' Clubs, Church Youth Groups and similar groups.
- g) Meetings and social functions of, or sponsored by, Church associated groups such as Parish Councils, C.W.L., C.Y.O., K. of C., and similar parish groups.
- h) Community functions sponsored by local community recreational commissions.
- i) Meetings of recognized community service clubs.
- j) Federal, Provincial and Municipal elections.
- k) Local organization functions approved by the school Principal.
- l) Registered charitable organizations, such as Red Cross, Heart and Stroke Foundation, and Canadian Cancer Society.

**GROUP B**

Classroom/Library/Seminar Room	\$6.00/hr
Gym/Cafetorium	\$9.00/hr

- a) Adult activity and recreational groups including instructional dance clubs sponsored by other than a recognized community recreational commission.
- b) Industrial or business athletic groups and leagues for purposes authorized by the school Principal.

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**PROCEDURE:**

- c) Concerts, travelogues and other functions sponsored by service clubs and other local non-profit organizations where the admission charge is used to help defray expenses and/or for charitable work in the community authorized by the school Principal.
- d) Board employee events outside of regular school hours approved at the discretion of the principal.

**GROUP C – Commercial**

Classroom/Library/Seminar Room	\$15.00/hr
Gym/Cafetorium	\$35.00/hr

- a) Activities sponsored by a profit-making group or individual. Admission may or may not be charged. If admission is charged, funds derived are for the benefit of the organization.
- b) All other groups not included in Groups A & B authorized by the school Principal.

**19. INDEMNIFICATION AGREEMENT**

For any permits issued under this Policy, the Organization, its officers and directors agree, jointly and severally to indemnify, protect, and save harmless the Board from all loss, costs, including legal costs, jointly and of any kind, or damages on account or as a result of claims, actions, causes of action or proceedings of any kind against the Board as a result of claims of injury to person (s) or property in any way caused by or resulting from or allegedly caused by or resulting from the negligence or wrongdoing of the Organization, its officers, directors, servants or volunteers arising out of the use of the premises or equipment of the Board or other matters to which this Agreement and the Schedule (s) hereto pertain. The Organization, at its expense, shall defend any such claim, suit, action or proceeding to which the Board is a named party or to which a party seeks to name the board as a party. The Organization shall maintain insurance satisfactory to the Board, and furnish evidence of same to the Board upon request, sufficient to protect it, its officers, directors and servants and the Board from any claim for damages for personal injury, including death, and from claims for property damage as set out above in this Agreement.

**BOARD APPROVAL:**

January 25, 1999  
 Reviewed August 2004  
 November 22, 2004  
 January 24, 2011

**EFFECTIVE DATE:**

January 26, 1999  
 Reviewed August 2004  
 September 1, 2004  
 January 24, 2011