

NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

USE OF SCHOOL FACILITIES BY OUTSIDE GROUPS

AB&F 19.0
2018 01 18

POLICY:

IT SHALL BE THE POLICY OF THE NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD to permit the use of its school facilities and/or grounds by outside groups. However, all school facilities are designated as non-smoking areas, except for the designated outside smoking area at St. Joseph-Scollard Hall Secondary School.

Absolutely no alcoholic beverage shall be allowed in the building or on the grounds at any time without special permission from the Board. Such permission may be granted by the Director of Education upon the following conditions having been satisfied:

1. Liquor or beer shall neither be served nor sold in schools or on school premises;
2. Wine only may be served provided it is free of charge, and provided the appropriate insurance coverage has been obtained;
3. A valid license issued by the Liquor License Board of Ontario (L.L.B.O.) will be posted at the time of the activity;
4. A copy of the SPECIAL OCCASION-PERMIT RECEIPT and insurance certificate will be submitted to the Superintendent of Business at least ten (10) days prior to the event, otherwise the school-use permit will be automatically cancelled.

ADMINISTRATIVE REGULATIONS:

1. A responsible person of the organization or group using the Board facilities and/or grounds must be in charge of the activities at all times.
2. The organization or group using the Board facilities and/or grounds will accept full responsibility for the conduct of persons admitted, and for any damage to property and/or grounds.
3. **Liability Insurance**

A certificate of insurance in an amount not less than five million dollars, naming the Board as an Additional Insured shall be requested and provided when:

- a. the user is a formal organization and already has liability coverage - i.e. municipality, church, scouts, guides, service clubs, etc.;
- b. the user is an informal organization and the proposed activity is considered to have a medium or high degree of risk.

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<p>4. Members of any organization or group using a gymnasium or a general purpose room for athletic purposes must wear gymnasium shoes or footwear that will not damage or mark the floor.</p> <p>5. No audio-visual equipment or any other equipment which is the property of the Board may be used unless special permission is granted by the principal.</p> <p>6. The Board will not be held responsible for personal injury or damage, or for the loss or theft of clothing or equipment of the organization or of its members.</p> <p>7. All exits must be kept free of obstruction in case of fire.</p> <p>8. When a school P.A. system or stage lights are requested, a Board employee must be engaged to operate them.</p> <p>9. No storage is granted to outside organizations or groups, except with the permission of the principal.</p> <p>10. Activities must be confined to the facilities assigned to the organization.</p> <p>11. The organization or group using the Board facilities and/or grounds will be assessed a charge according to the fee schedule attached, to cover the cost of heat, light and water attributed to the function(s) involved.</p> <p>Should the services of a custodian be necessary, an additional charge will be made according to the appropriate collective agreement.</p> <p>12. However, the school will make its facilities available, without a rental fee, to the following groups: Home and School Associations, School Councils, Board Employee Associations, recognized Youth groups (Brownies, Girl Guides, etc.), and recognized Senior Citizens' groups. The Board may also enter into reciprocal agreements with local municipalities or other service groups whereby the rental fees may be waived.</p> <p>13. Unless approved by the Superintendent of Business, Board facilities and/or grounds will not be available for use by any group:</p> <ul style="list-style-type: none">a. during the Christmas holidays;b. during the winter holidays;c. during the last three (3) weeks prior to the opening of school in September;d. on statutory holidays;e. on municipal holidays.	

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ADMINISTRATIVE PROCEDURES:

1. Requests and agreements for the use of school facilities and/or grounds will be submitted by written application (Appendix I and II), only to the school principal, at least ten (10) days in advance of the proposed date of use. Requests will be granted at the discretion of the principal, subject to the terms of this policy.
2. Permit Application and Agreement Forms will be available only from the schools concerned. Upon completion by the applicant(s), these forms shall be presented directly to the principal concerned for approval and processing/filing.
3. When the use of Board facilities and/or grounds, (rental, custodial and technical) by fee paying has been verified and approved by the principal, distribution of the Permit Application Form copies shall be as follows:
 - a. the Applicant(s);
 - b. the Superintendent of Business;
 - c. the Principal;
 - d. the Custodian;
 - e. Financial Services.
4. The person whose name and signature appears on the Permit Application Form shall be deemed to be the person responsible for upholding the regulations governing the use of the Board facilities and/or grounds. The Permit Application Form will be posted in a clearly visible manner, while the area is being used.
5. Any organization or group that does not abide by the regulations will be reported by the Principal to the Superintendent of Business. Its privilege of using the school and facilities and/or ground will be revoked.
6. A custodian or employee of the board must be present and held responsible for the entire time that the facility is being used by the outside group. Upon written request, exemptions to this stipulation may be granted by the Superintendent of Business for the groups identified in article 12 of the Administrative Regulations. If an exemption is granted, in schools where custodians are not on duty and when such schools are to be utilized, a key for the school may be obtained by the person responsible for the proposed activity from the Principal. A security deposit of \$50.00 may be required by the Principal.

**AGREEMENT GOVERNING THE COMMUNITY USE OF SCHOOLS
TERMS AND CONDITIONS**

I, the duly authorized representative for the named Organization or Group, hereby apply to use the above facilities, subject to the following terms and conditions:

1. The Board shall not be responsible for any loss, theft or damage to the organization or groups goods or possession.
2. The organization or group accepts full responsibility for the conduct of persons admitted to the facilities and shall be responsible for any damage to the Board's buildings or properties occurring during its occupation and use. Adult supervision for youth organizations shall be provided at all times.
3. The organization or group on behalf of its staff members, occupants, and guests hereby releases and discharges the Board, its employees, officers and agents from any claim or demand for any loss, damage, personal injury or death to any staff members, occupants or guests arising as a result of the use of the Board's facilities under this agreement.
4. The organization or group shall, prior to using the said facilities, provide to the Board a Certificate of Insurance in an amount that is not less than five million dollars (\$5,000,000) naming Nipissing-Parry Sound Catholic District School Board as an additional insured under the Organization or Groups general liability insurance contract while being used by the User.
5. No alcoholic beverage shall be allowed on Board property at any time without special permission from the Board (through the Director of Education), in accordance with Board policy. Use of any narcotic as defined in the Narcotic Control Act is absolutely prohibited. There is no smoking permitted anywhere on Board property.
6. The authorized representative whose name and signature appears on this application form shall be deemed to be the person responsible for upholding the regulations governing the use of the facilities and/or grounds. This person shall ensure that a responsible person of the organization or group shall be in charge of the activities at all times.
7. Members of the organization or group using a gymnasium or general purpose room for athletic purposes shall wear appropriate shoes or footwear that does not damage or mark the floor.
8. No audio, visual equipment or any other equipment which is the property of the Board may be used unless special permission is granted by the Principal.
9. All exits must be kept free of obstruction.
10. When a school P.A. system or auditorium equipment such as sound board, stage lighting, speakers, etc. are requested, a Board employee must be engaged to operate them. A refundable deposit of \$250.00 must be paid prior to the event.

11. The organization or group shall not use any part of the facilities or grounds for storage without the permission of the Principal.
12. Activities must be confined to the room, area or facility assigned to the organization or group.
13. This application form shall be posted in a clearly visible manner while the area is being used. This permit is invalid without authorized signatures.
14.
 - a) In the case of an emergency requiring the attention of a Board representative, the organization or group shall contact the following person:

Name	Title	Telephone
 - b) Should the situation require that a custodian be called to the school, the organization or group agrees to pay such additional wages and benefits associated with this call-in as determined by the fee schedule.
15. A custodian or employee of the Board shall be present for the entire time that the facility is being occupied by the User. Exemptions must be approved by the Superintendent of Business. If such is the case, in schools where custodians are not on duty and when such schools are to be utilized, a key to the school may be obtained from the Principal by the person responsible for the proposed activity.

The undersigned hereby agrees to the terms and conditions set forth above. Failure to comply with the above terms and conditions may result in the termination of this agreement, and the privilege of using the facilities being revoked.

Name of Organization or Group: _____

Signature of Authorized Representative: _____

Date: _____

The personal information you provide on this form is collected by the Nipissing-Parry Sound Catholic District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss.58.5, 265 use and 266 as amended. The information will be used for School and Board operations including but not limited to student registration, staff and resource allocation and to provide information to employees where necessary to support them in carrying out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and may be required to be disclosed in compelling circumstances, for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. For questions about this collection, please contact your school Principal.



APPLICATION FOR USE OF FACILITIES AND/OR GROUNDS

A. THIS SECTION TO BE COMPLETED BY APPLICANT

Name of Organization or Group: _____

Contact Name: _____

Address: _____ Postal Code _____

Phone Number: _____

Email Address: _____

Facility/School to be used: _____ Room or Area: _____

Type of activity to be held: _____

First Date of Use: _____ Last Date of Use: _____

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

From: _____ a.m./p.m. to _____ a.m./p.m.

Number of participants: _____ Children(0-6) _____ Children(7-12) _____ Teens(13-18) _____ Young Adults(19-24)
 _____ Adults(25-64) _____ Seniors(65+) _____ No Target Age

Gender of Participants: _____ Female _____ Male _____ Both

Additional Comments/Requests: _____

I understand that the use of facilities is subject to all regulations of the Board and may be cancelled for cause.

SIGNATURE OF APPLICANT/ AUTHORIZED REPRESENTATIVE: _____

Date: _____

B. THIS SECTION TO BE COMPLETED BY PRINCIPAL

Rental Charges

Charges: \$ _____ Rate X _____ Hours X _____ Days = \$ _____ **OR** Not Applicable

Permit Fee: Attached Not Applicable

Custodial Charges

Custodial services are: Required: Not Required:

Charges: \$ _____ Rate X _____ Hours X _____ Days = \$ _____

Technical Charges

Technical services are: Required: Not Required:

Charges: \$ _____ Rate X _____ Hours X _____ Days = \$ _____

Cheque or cash attached OR to be invoiced

This permit application is approved OR refused

Certificate of Insurance is attached:

SIGNATURE OF PRINCIPAL: _____ Date: _____

- Distribution:
- 1) Superintendent of Business
 - 2) School Principal
 - 3) Custodian
 - 4) Applicant
 - 5) Community Use Coordinator