

COMMUNITY USE OF SCHOOLS REGULATIONS

5.2.1 Board facilities are available for use by the general public when they are not required for educational purposes, school events, or student athletic activities.

5.2.4 Priority will be given to non-profit community activities for youth.

7.1.1 Staff-sponsored social events (such as children's birthday parties and 50th anniversaries) are not Board-approved activities and must be privately insured by the user group. Summer Camps, Youth Leagues, Feeder Camps, March Break activities, etc. that are operated by Board employees, students, or volunteers and have bank accounts independent from Board financial systems cannot be considered Board approved activities.

7.1.2 Board staff hosting, sponsoring or booking events/activities during Community Use of Schools hours will be required to submit CUS Permit Applications and will be assessed fees consistent with the published Community Use of Schools Rate Schedule and Additional Service Charges.

7.1.3 A Caretaker is required to be on site for all social events (e.g. birthday parties, anniversaries, receptions, etc.) not affiliated with a non-profit organization (see 8.9.5) 7.2 Board Category of Use: Elections and Parishes

7.4.3 Coaching clinics, tournaments, dance competitions, recitals vendor fairs, etc. will have a Caretaker on site and will be assessed the published Caretaker fees as per 8.9.3.

7.4.4 Vendor fairs are categorized as Commercial and will be assessed the published commercial fee. Permits are to be accompanied by a Certificate of Insurance and are not eligible for the OSBIE Facility User Group Program. All vendor fairs will have a Caretaker on site and will be assessed the published Caretaker fees as per

8.1.1 Applications will only be approved if all information is completed, valid insurance information has been obtained, and proof of licensing (where applicable) has been received. Payment is due, in full, upon approval of the permit and in advance of the first date of use. School administration does not have the capacity to act as accounts receivable and will not invoice for time and space for an event that has already occurred.

8.1.2 Once approved, the applicant will receive a copy of their permit via e-mail or, in the case where the user does not have access to email, a printed copy can be picked up at the school by the applicant.

8.1.3 The Algonquin and Lakeshore Catholic District School Board has a tiered approval system through the online Community Use of Schools Program. 8.1.4 Community groups must complete a Community Use Permit Application to use school facilities. Permit applications must be submitted to the Principal or designate no later than 14 business days prior to the first requested date.

8.1.5 Permits are not transferable.

8.1.9 Inquiries, concerns and/or complaints should be directed to the Principal or communityuse@alcdsb.on.ca.

8.2.1 The Board is not responsible for personal injury or damage, or for the loss or theft of clothing and equipment, of anyone attending an event on the invitation of the applicant. This disclaimer also applies to the use of parking lots and playgrounds. The permit holder agrees to indemnify and save harmless the Board from any action or claim against it as a result of the use of school facilities by the user.

8.2.2 The permit holder is advised that he/she must provide proof of proper liability insurance as he/she is not covered under the Board's insurance policy.

8.2.3 Every permit holder must supply and provide proof of valid insurance. Permit holders shall request a Certificate of Insurance from their insurance broker for General Liability insurance in the amount of \$2 million, naming the "Algonquin and Lakeshore Catholic District School Board" as an additional named insured on the policy. The Board will facilitate the purchase of insurance for not-for-profit groups who are unable to provide a Certificate of Insurance. The cost of the Additional Service Charge (insurance) will be reflected in the permit (see Appendix 3).

8.2.4 Permit Holder agrees to the following: 8.2.4 a) To assume full responsibility for the acts and conduct of all persons admitted to the premises; 8.2.4 b) To release the Board from any and all liability to any person for any loss, damage, or injury to any persons or property

incurred in or upon the premises; 8.2.4 c) During the use and occupation of the premises, the Permit Holder shall indemnify and save harmless, the Algonquin and Lakeshore Catholic District School Board from and against any and all liability whatsoever resulting from injury or damage to person, persons or property as a result of the use and occupation of the premises. The organization shall further undertake and agree to indemnify and save harmless the Board, its employees, agents or students against any and all claims arising from use of the Board's premises and equipment.

8.3 Alcoholic Beverages are not permitted on Board facilities or properties with exceptions only where there is a long-standing agreement that the school gymnasium is dual-purposed as a Parish hall and the event is considered to be a Parish function or an extension of a Parish function. Under the above exception:

8.4.1 The Board assumes that an organization has a Volunteer and/or Human Resource Policy that requires Criminal Background Checks. The Principal may request copies of those Criminal Background Checks of users who have contact with students of the Board.

8.4.2 Under its Administrative Procedures for Criminal Background Check for 'Other Adults' Having Regular and Direct Contact with Students, the Principal requires Criminal Background Checks for users who have submitted CUS Permit

Applications for space prior to 6:00 PM on school days.

8.5.1 The Principal and/or the CUS Outreach Coordinator may require additional documentation to establish eligibility for subsidized use of space. The documents may include audited financial statements or copies of the organization's governance, harassment, volunteer policy(s), etc.

8.5.2 The governance structure and tax reporting of an entity is the determining factor in applying category fees. "Not making any money," on an event/activity, is not the defining characteristic of a not-for-profit organization. It is not the mandate of the Board to promote, facilitate or foster the business interests of individuals or groups who request to use school space for their own personal gain or profit.

8.5.3 The absence of private profit is a necessary attribute of charity. However, private profit refers to the distribution of the profit and/or capital of an entity to private individuals or non-charitable entities but does not include the payment of wages or allowances to employees, reimbursement of expenses, or payments for services.

8.6.2 Permission to use any outdoor area, i.e., playground, playing field/track, must be obtained through the application process for Community Use of Schools.

8.6.3 Permits for use of fields or sports fields do not include access to school change rooms, shower facilities or washrooms.

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8.6.4 Vehicle parking is permitted only in designated parking areas. Parking is not permitted on grass or asphalt play areas.

8.6.5 Smoking is prohibited on all Board property, as outlined in the Tobacco Control Act. The permit holder shall be responsible for informing its participants that smoking is prohibited.

8.7 Advertising and Content

8.7.1 No utterance, portrayal, display or performance of an obscene or disloyal nature will be permitted.

8.7.2 An organization whose policies or activities are contrary to the philosophy, mission and values of the Board, shall not be granted use of any property of the Board.

8.7.3 No advertising in connection with any permit applicant's activities/events are to be displayed on or affixed to any part of the school grounds or buildings unless authorized by the Board under its Administrative Procedures for Product or Service Endorsement/Advertising in Schools. 8.8 Restrictions on Request for Space

8.8.1 A permit holder shall not use the facilities unless the designated online Permit Application is received and approved in accordance with this Policy. The permit request must be made at least 14 days prior to the date of the activity.

8.8.2 Users with Lease Agreements, Joint Use Agreements or Shared Use Agreements are

required to submit CUS Permit Applications for use of space not defined by their specific Agreement.

8.8.3 Permits will be invalid when schools are closed due to inclement weather or mechanical failures.

8.8.4 It is the Permit Applicant's responsibility to monitor weather announcements online at <http://www.triboard.on.ca/>, through the media and/or by calling the school for confirmation.

8.8.5 Permits will not be issued for statutory holidays or during Summer Break, Christmas holidays, March Break, and Professional Development days without notification to the Outreach Coordinator and the Plant Operations Manager.

8.8.6 Amusement devices are not to be used at school events such as fun fairs or through permits associated with Community Use of Schools. This includes air castles or other air structures, climbing walls, zip lines, roller coasters, hay rides, etc.

8.8.7 Unmanned Air Vehicle Systems (UAVS/Drones) are not permitted on school facilities or properties.

8.9.1 Normally, the school shall be opened and closed by either the Principal, or designate, or the Caretaker. The designate shall be a responsible person over the age of 21 years.

8.9.2 Caretaking staff is on duty for the care and protection of school

property and not as supervisors of an activity in progress.

8.9.3 Caretaker overtime will commence one half hour prior to the permitted start time and end one hour after the permitted end time.

8.9.4 A Caretaker is required to be on site for all activities with 200 or more participants.

8.9.5 A Caretaker is required to be on site for all social events not affiliated with a non-profit organization as determined in clause 6.1.3 and section

8.10.1 Use of the kitchen equipment and small wares, is not permitted in schools which have cafeteria facilities.

8.10.2 Nuts and nut products, shellfish and latex (balloons) are common allergens and pose a significant health risk to some of our students and community members. These products are not allowed in our schools.

8.11.1 Principals may deny the use of a gymnasium for permits that include floor hockey, ball hockey, or indoor soccer.

8.11.2 Rubber-soled, non-skid and non-marking shoes must be worn during all athletic functions held in school gymnasiums and/or general-purpose rooms. Proper athletic shoes must be worn on the court areas of all secondary school gymnasiums.

8.11.3 All tables, chairs, dishes and other equipment brought into the facility by the permit holder shall

be removed promptly after the permit activity.

8.11.4 Permit holders are not permitted to store furniture, equipment or material in any facilities.

8.11.5 Use of gymnasium equipment, other than the use of basketball nets and volleyball standards are not available. Use of any other gymnasium equipment will be allowed only with approval of the Principal (or designate). Only the specific items requested on the online Application Form will be left by the Principal (or designate) in the gymnasium. The permit holder shall be responsible for reimbursement of costs to repair any damage caused by its use of the equipment.

8.11.6 Use of electronic equipment such as Smart Boards or Computers will be allowed only with approval of the Principal (or designate). Only the specific items requested on the online Application Form will be left by the Principal (or designate) in the rented space. The permit holder shall be responsible for reimbursement of costs to repair any damage caused by its use of the equipment.

8.12.1 The permit holder using the premises shall be responsible for reimbursement of costs to repair any damage caused by its use to the building, grounds or equipment or lost or stolen items. The Board will seek full restitution for any theft/loss and/or damage done to its buildings, equipment or grounds by the rental group/organization.

8.12.2 If police supervision, security guards or fire marshals are required, they will be recruited and paid for directly by the permit holder.

8.13.1 All scenery, special effects, props, etc., must be approved by the Principal at least 24 hours prior to presentation or dress rehearsal. Use of pyrotechnics, smoke machines and dry ice is strictly forbidden.

8.13.2 The seating capacity in the gymnasium and cafeteria/cafeterium must not exceed the Fire Department's limit indicated on the capacity listings posted in these facilities.

8.13.3 In compliance with Fire Regulations, immediately on the sounding of the fire alarm, lights will be turned on and the participants will be requested to leave by the nearest exit. Only when the fire is brought under control or is determined that it is a false alarm by the Fire Department, will the participants be allowed to re-enter the space.

8.13.4 Permit holders will be charged the cost of fees for security, police or fire department false alarms during the permit holder's booking if the false alarm is caused by the permit holder group.

Permit Holder Initial

Date