

## **PROCEDURE**

# Use of School Facilities, Grounds and Equipment

1. Any use of a Board facility by external users groups must be covered by a facility use permit or lease agreement. School or Board use of a board facility may be covered by a permit to enhance awareness of facility availability and the needs for custodial and other services.

School facilities, grounds and equipment may be made available on the issue of a prescribed permit. Permits will be approved and issued by the Principal of the school.

Principals must consult with management staff of the Facilities department before issuing permits to applicants who are planning to bring their own equipment, fixtures, or props into the building or in cases where building alterations are required to accommodate the applicant.

2. The Principal of the school will make the determination of the category of the organization/activity utilizing the school.

Categories for facility, grounds and equipment use purposes are:

#### 2.1 Category A – Non-Profit

Users in this category will be required to pay the Permit Fee, but will be exempt from the Rental Rates, as set out in Appendix A. The principal will determine if any charges are applicable for equipment and overtime in accordance with Appendix A.

This category may include student organizations, community youth groups (Cubs, Scouts, Girl Guides, Minor Sport Groups, etc.), other community groups (Bridge, Hobbies, Meetings, etc.) and special community functions (meetings, etc.).

Organized school groups undertaking revenue generating activities, will be responsible for any and all caretaking overtime incurred during their events. Keewatin-Patricia District School Board users will be exempt from permit fees.

#### 2.2 Category B – Government (Federal, Provincial, Municipal), Other Educational Institutions, and For-Profit

Users in this category will be required to pay the Permit Fee and the Rental Rates, as set out in Appendix A. The principal will determine if any charges are applicable for equipment and overtime in accordance with Appendix A.

This category will include any organization or individual whose motive is for profit or income and government agencies when not limited by legislation (i.e. election, etc.).

Principals may use some discretion in this category if the service is child-oriented and the published fee is beyond the capacity of the organization or business.

### 2.3 Category C – /Long Term Dedicated Use

The Director of Education or designate, will undertake negotiations to ascertain the appropriate terms, conditions and lease charges for this category of user.

This category may include cafeteria operators, day cares, latch key operations and other organizations.

3. To ease the administrative burden, any and all fees related to the use of a facility must be paid three business days prior to the first day of use.

For long term on-going permits, fees for the period of September to December shall be paid in full prior to the start of use in September. Fees for the period of January to June shall be paid in full prior to the start of use in January.

All fees shall be collected as per Finance Memorandum No. 2 dated August 27, 1998 (attached).

If payment is not received in time, the permit will be cancelled.

4. There will be a permit use fee for any and all permits issued with the exception of Keewatin-Patricia District School Board users.
5. For Category A and Category B permits, all facility, equipment use and permit fee revenue will be credited to the school from which the permit was issued (not including charges for custodial overtime and/or insurance).

For any Category C revenue, the school budget shall be credited with 10% of the revenue from which the permit or lease was issued (not including charges for custodial overtime and/or insurance).

6. Terms and conditions of facility and/or equipment usage are detailed on the permit and Section 7 – General Conditions, form part of the terms and conditions.

7. General Conditions:

7.1 The applicant, and the applicant's sponsors and agents shall protect, indemnify and save harmless the Board, its employees or agents from all claims that may arise out of the use of buildings by the permit holder.

The Board will not be responsible for personal injury, damage or loss or theft of any articles belonging to the applicant or anyone entering upon the premises as a result of the issuance of a permit. The Board's liability insurance does not extend to the activities of groups renting school premises.

7.2 The Board may require the applicant to arrange their own liability insurance to cover their activity on Board premises, and may require the applicant to provide proof that this insurance is in place. Also, for certain events, the Board may require that the Keewatin-Patricia District School Board is a named insured party on the applicant's own liability insurance policy.

7.3 The applicant shall agree that at any time prior to actual use of the facility, the permit may be revoked or cancelled by the Board and that in the event of such cancellation, there shall be no claim or right to damage or reimbursement on account of any loss, damage or expense incurred by the applicant.

7.4 If the applicant has already paid fees to the Board for the use of the facility, but is later denied access to the facility by the Board, for whatever reason, all such fees relating to the cancelled dates shall be reimbursed to the applicant. The permit fee will not be refunded if the applicant has already had some use of the facility under the permit before it was cancelled.

7.5 If an applicant with an approved permit does not use the facility at the designated date and time by choice for whatever reason, and did not notify the Head Office of the Keewatin-Patricia District School Board at least three business days in advance that the facility would not be used, then the applicant is not entitled to a refund of any fee, including permit, deposit, rent, custodial or other fees paid in respect of that date and time.

7.6 If an applicant with an approved permit does not use the facility at the designated date and time by choice for whatever reason, and does notify the Head Office of the Keewatin-Patricia District School Board at least three business days in advance that the facility would not be used, then the applicant is entitled to have all the related fees, except the permit fee, refunded.

7.7 Any individual, group or organization using school facilities assumes full liability for any losses of or damage to school property arising out of and/or attributable to their use of the school facilities.

7.8 The applicant will not make any alteration of any description to the room, building or equipment without first obtaining permission, and any materials and/or equipment brought in by the applicant must be removed immediately after the event has occurred.

7.9 The applicant shall be responsible to the custodian on duty or such other person designated, for the conduct and supervision of all persons admitted to the school buildings and grounds and shall see that all regulations contained therein are strictly observed.

7.10 When a custodial fee has been waived on the permit, the Principal must provide for the opening and closing of the school building and shall designate a responsible person knowledgeable of the heating plant, fire alarm protocols and any relevant building system to supervise such use to whom the users shall be responsible for observance of the rules and regulations.

7.11 The applicant will ensure that nothing of an objectionable or contentious nature will be permitted in the buildings.

7.12 Rubber soled shoes shall be worn in gymnasium and general purpose rooms when used for athletic activities.

7.13 At the discretion of the Principal, projectors, the public address unit, stage lighting panel and gymnasium equipment may be rented at fees prescribed herein on the conditions that:

- a) The school Principal is satisfied that a competent operator will operate the equipment.
- b) Such equipment is used within the building to which it is assigned.

7.14 At the discretion of the Director of Education or designate an applicant may be required to submit a deposit in support of their application.

7.15 Users must adhere to the capacity limitations for gymnasiums and general purpose rooms as posted.

- 7.16 Smoking is prohibited at all times.
- 7.17 Alcohol is prohibited at all times.
- 7.18 Games of chance, lotteries or gambling in any form is prohibited at all times.
- 8. The foregoing does not apply to the Dryden Regional Training and Cultural Centre and the Sioux Lookout Access Centre.
- 9. Keewatin-Patricia District School Board facilities may be monitored by means of video surveillance as per Policy 314, Video Security Surveillance in Schools.