

ADMINISTRATIVE GUIDELINE

TITLE: COMMUNITY USE OF FACILITIES

Effective Date: December 1, 2006.

Responsibility: Superintendent of Business

POLICY

1. The primary purpose of the Near North District School Board is to educate learners to their fullest potential in preparation for life-long learning.
2. The Board shall exercise its power under the Education Act and its Regulations to offer Continuing Education Programs (International Languages, English as a Second Language, Summer School, Evening Classes, etc.).
3. The Board shall permit the use of its buildings and properties by the community subject to availability and certain other considerations as outlined in this guideline.
4. The defining principles that should guide the implementation of this policy are:
 - a) Schools are the hubs of their community and offer an effective use of taxpayers investment in providing citizens with a place to come together;
 - b) Fair and equal access to the use of school space at nominal rates for community purposes in non-school hours;
 - c) School activities shall have priority use of school space during and after regular school hours;
 - d) Not-for-profit organizations will be charged affordable user fees where feasible.
5. Facilities will not be made available for overnight use, except in the case of: (A) Emergencies, where the facility is a designated evacuation centre and (B) Special school sponsored events as approved by the Fire Dept.
6. This Guideline will be reviewed annually, with consideration also given to the status of the Board's agreement with the Ministry of Tourism.

REGULATIONS

The Principal/Board has the authority and responsibility under the Education Act and the Regulations to exercise reasonable care and judgment and to refuse or revoke access to any Board facilities at any time to any person, group of persons, or organizations. (Regulation 298, Section 11)

GENERAL GUIDELINES

- 1. Scope of this Document is limited:** This document does **NOT** cover:
- a) Certain clauses in certain long-standing agreements.
 - b) Joint-use agreements. (i.e. those with Municipalities to allow reciprocal use of both Municipal and Board facilities by schools and community groups respectively).
 - c) Reciprocal use agreements as agreed between the Principal and the User

- group, outlining services provided by the User group to NNDSB students in exchange for the use of the facilities.
- d) Shared school space agreements (e.g. lease arrangement with Franco-Nord at F.J. McElligott)
 - e) Partnerships (e.g. a community/school library within the school)
 - f) Leases (e.g. land leased to Callander Legion for ten years)
 - g) Use agreements with other educational institutions (e.g. Faculty of Ed at Nipissing University)

2. Priority of Use

SCHOOL USE : HIGHEST PRIORITY

All programs and inter-related activities operated or sponsored by the Board including sporting events will take priority over community use.

GROUP – A : SECOND HIGHEST PRIORITY

Community Non-Profit (YOUTH RELATED ACTIVITIES)

No rental fees, no custodial fees (subject to change depending on provincial funding), insurance costs to be borne by the user group.

- i. Not-for-profit Local Community Groups whose Activities directly involve children and youth under the age of eighteen (i.e., Scouts/Guides, YMCA/YWCA)
- ii. Not-for-profit recognized children’s sport and recreation service providers – as per Ministry of Tourism and Recreation’s Recognition Criteria (MOT Schedule C)
- iii. Not-for-profit Childcare Operations – Before and after-school childcare (as per the Day Nurseries Act)
- iv. Other not-for-profit or charitable groups such as local service clubs, community health associations, senior groups, etc. as determined by the NNDSB.

GROUP – B: THIRD HIGHEST PRIORITY

Community For Profit & Community Non-Profit (NOT RELATED TO YOUTH ACTIVITIES).

(Fees as per Schedule C, insurance costs to be borne by the user group)

Community-based/sponsored groups, organized athletic or recreational groups or associations for which fees are charged as a condition of admission/ membership/ participation. Examples of these groups are: ratepayers’ groups, cultural or athletic groups, church groups, provincial associations, and Federal/Provincial/Municipal government departments or agencies.

3. Areas of Use

PERMITTED

Gymnasiums
Auditoriums
Classrooms without computers

NOT PERMITTED (Unless agreed to by Principal)

Principal’s Office
Secretarial Office
Libraries/Resource Centres

Cafeteria
Washrooms
Parking Lots
Fields/Tracks/Grounds

Specialty Rooms (science, technical, custodial)
Staff Rooms, Nurse's Room
Material and Equipment Storage Areas
Weight/Exercise Room
Kitchens
Areas with Computers

4. Uses Not Permitted

- a) Wedding receptions, anniversary celebrations, birthday parties and similar private gatherings are not permitted.
- b) The sale and/or consumption of alcoholic beverages shall be prohibited.
- c) Any use that interferes with the normal day-to-day operations of the schools shall not be permitted.
- d) Any use that is deemed by the Principal or Board to create Health and/or Safety concerns will not be permitted.

5. Rental Season

Rentals shall not conflict with school activities. Rentals of outdoor facilities will be made only after consideration of any agreed booking schedule of outside organizations. (e.g. City of North Bay, Town of Parry Sound).

School facilities will not be made available for rental purposes during Christmas Break, March Break, Easter, Summer Holidays** and all Board scheduled Professional Development Days, unless approved in advance by the Principal. If extra custodial coverage is required, the Principal will ensure that it is available before granting the use permit.

** Summer Rental Period: Applications for summer rentals are to be forwarded in writing no later than May 15th to the Principal. The Principal will check the summer maintenance schedule, scheduled bookings by 'outside' organizations (e.g. city soccer league) as well as the availability of custodians before granting a summer booking.

The Director of Education, in consultation with the Principal and the Plant Dept., may grant special approvals.

PROCEDURES

1. The Principal requires a minimum of two (2) business days notice to cancel a permit in order for the User Group to receive a refund of any fees with the exception of any costs incurred including the non-refundable admin fee and custodial costs.
2. The Principal will ensure that Schedule-E (Application Form) is completed for all community use facility requests and that all information relating to areas used, dates, number of people, time, etc. is shown on the form. The Principal will provide users with a copy of Schedule A (Groups), Schedule B or C (Rates - depending on classification of

applicant), Schedule D (General Rules and Regulations) and Schedule F (Fire Regulations) and ensure that the applicant understands the responsibility to follow those schedules.

3. All permit holders shall carry comprehensive general public liability insurance against claims for personal injury, death, and property damage or loss for an amount not less than \$2 million per occurrence, with no annual or aggregate limit. The insurance policy must cover the activities of the Authorized User and the activities of any other person for whom this party is responsible. The Near North District School Board must be named as an additional insured on the policy. An insurance certificate proving compliance with this requirement shall be provided before the permit application is approved. Where there is ongoing continuous use, the insurance will contain a clause that it will not be cancelled without the Board first having received not less than 30 days written notice of such a cancellation or change.
4. A custodian, Principal or some other employee familiar with emergency and security procedures must be on duty for all scheduled activities. Costs will be charged as per Schedules B and C.
5. Applications and Approval for After Hours Use of Schools
 - a. Application Forms for use of facilities shall be available at school offices. For all uses, completed forms (including Proof of Liability Insurance with NNDSB added as an 'additional insured') shall be forwarded to the Principal for approval fourteen (14) days prior to the event.

All inquiries regarding the use of schools should be directed to the Principal. Any group using school facilities must submit a new request each school year, whether they have used the facility previously or not.

The requirements to book a Near North District School Board facility are as follows:

- i) A completed application for facility use form (Schedule E);
- ii) A certificate of insurance in the amount of \$2 million for liability insurance naming the NEAR NORTH DISTRICT SCHOOL BOARD as an additional insured (see #3 above).

An applicant may check the availability of a particular location by contacting the Principal for information prior to submitting the application.

- b. The Principal, at his/her discretion, can refuse without prejudice, any User Group and/or activity.
- c. Upon approval, the Principal will contact the applicant and advise her/him of the total rental cost. Rental cost (including applicable tax) and conditions shall be established by these guidelines. The full payment must be received by the Principal five (5) business days prior to the event. Payment must be made, in full, in the form of a cheque or money order made payable to the Near North District School Board. In the event that the cheque is not cleared, the applicable N.S.F. fee will be charged. A certified cheque or money order will then be required for repayment.

Appealing of fees and special requests for use outside of the rental policy are to be forwarded, in writing, at least three (3) weeks prior to the scheduled event to the, Principal. The Director of Education, in consultation with the Principal, may grant special approvals.

- d. The approved Schedule E shall be forwarded by the Principal to the User.
- e. Groups are expected to leave the facility in a neat and clean state. All and any costs incurred for clean-up/vandalism/loss during rental use shall be charged to the permit holder.
- f. All groups must abide by the rules and regulations established by the NEAR NORTH DISTRICT SCHOOL BOARD for rental permit holders (Schedule D). Any failure to adhere to these regulations will result in cancellation of the permit to the rental group and the assessment of all costs for damage or extra services needed.
- g. Schools shall be made available as electoral polling stations.

COMMUNITY USE OF FACILITIES

SCHEDULE A: GROUP CLASSIFICATIONS

CLASSIFICATION	DESCRIPTION
<u>School Use</u> Highest priority	All programs and inter-related activities operated or sponsored by the Board including sporting events will take priority over community use.
Group - A 2'nd Priority <u>Community Non-Profit</u> (Youth Related Activities)	<p>i. Not-for-profit Local Community Groups whose Activities directly involve children and youth (i.e., Scouts/Guides, YMCA/YWCA)</p> <p>ii. Not-for-profit recognized children's sport and recreation service providers – as per Ministry of Tourism and Recreation's Recognition Criteria (Schedule C)</p> <p>iii. Not-for-profit Childcare Operations – Before and after-school childcare (as per the Day Nurseries Act)</p> <p>iv. Other not-for-profit or charitable groups such as local service clubs, community health associations, senior groups, etc. as determined by the DSB.</p> <p>No rental fees, no custodial fee, insurance costs to be borne by the user group. NOTE THAT THESE RATES MAY CHANGE DEPENDING ON CONTINUATION OF 'COMMUNITY USE FUNDING' FROM THE MINISTRY OF EDUCATION.</p>
Group - B 3'rd Priority <u>Community For-Profit & Community Non-Profit</u> (not related to Youth Activities)	<p>All other groups that do not fall into category A. This includes for-profit and not for profit groups and/or individuals. Community-based/sponsored groups, organized athletic or recreational groups or associations for which fees are charged as a condition of admission/ membership/ participation. Examples of these groups are: ratepayers' groups, cultural or athletic groups, church groups, provincial associations, and Federal/Provincial/Municipal government departments or agencies. This would include public concerts.</p> <p>Rental fee schedule per Schedule C, custodial fees, insurance costs to be borne by the user group.</p>

- No organization whose policies or activities are in opposition to the mission, values and goals of the Board shall be granted use of any property of the Board.
- In case of conflicting rental time request(s) for space, rental priority will be used.

AREAS OF USE

PERMITTED	NOT PERMITTED (Unless otherwise agreed to by Principal)
Gymnasiums	Principal's Office
Auditoriums	Secretarial Office
Classrooms without computers	Libraries/Resource Centres
Cafeteria	Specialty Rooms (Science, Technical, Custodial)
Washrooms	Staff Rooms, Nurse's Room
Parking Lots	Material & Equipment Storage Areas
Fields /Tracks /Grounds	Weight Rooms
	Kitchens
	Areas with Computers



COMMUNITY USE OF FACILITIES

**SCHEDULE B: COMMUNITY (NON-PROFIT)
(Youth Related Activities)**

NOTE THAT THE RATES LISTED HERE ARE SUBJECT TO AVAILABILITY OF ‘COMMUNITY USE’ FUNDING FROM THE MINISTRY OF EDUCATION.

Unless otherwise agreed by the Board, the following rates shall apply:

<u>FACILITY</u>	<u>CLASSIFICATION</u>	<u>COST PER USE</u>	<u>*MONTHLY</u>
GYMNASIUM	Elementary	\$0	\$0
	Secondary	\$0	\$0

*Monthly rate is based on four weeks per month and a one two-hour period per week.

AUDITORIUM \$0

CAFETERIA \$0

CLASSROOM \$0.00/hr. to a daily maximum rate of \$0

EQUIPMENT If available, you may use the school’s sound or lighting systems. Sound and lighting systems are \$0.00/day each and a student technician must be hired and in attendance.

ADDITIONAL COSTS (where applicable)

1. \$0 rental fee
2. \$0 custodial costs
3. GST N/A
4. \$0 lighting fee
5. \$13/hr. per student technician

OUTDOOR FACILITIES

Parking Lots	\$0.00 per usage
Fields / Tracks / Grounds	\$0.00 per usage

COMMUNITY USE OF FACILITIES

SCHEDULE D: GENERAL RULES & REGULATIONS

1. In all after-hours use of school facilities, the Authorized User shall ensure that the facilities are maintained in total readiness for the day-school students.
2. The signing officer shall be at least 21 years old. Adequate supervision (in the opinion of the Principal) by person(s) at least 21 years old shall be provided by the Authorized User.
3. Groups or organizations using the school facilities shall use only those areas which have been approved for the group's purpose. No other area of the school shall be used by the group. **FAILURE TO COMPLY SHALL RESULT IN CANCELLATION.**
4. Authorized Users shall not be permitted to alter, modify, or interfere with electrical or mechanical equipment.
5. Only non-marking footwear and equipment will be allowed for gymnasium use.
6. **Floor hockey is prohibited. The Principal may also prohibit other types of activity for safety reasons or because of expected high 'wear and tear'.**
7. Parking shall be restricted to designated area and limited to authorized users of school facilities. Parking shall not be permitted on driveways, fire routes or lawns. Where parking is permitted, the authorized user shall supervise parking. All parking shall be at the risk of the vehicle owner.
8. **SMOKING shall be prohibited on all Board property.**
9. All permit holders shall carry comprehensive general public liability insurance against claims for personal injury, death, and property damage or loss for an amount not less than \$2 million per occurrence, with no annual or aggregate limit. The insurance policy must cover the activities of the Authorized User and the activities of any other person for whom this party is responsible. The Near North District School Board must be named as an additional insured on the policy. An insurance certificate proving compliance with this requirement shall be provided **before the permit application is approved.** Where there is ongoing continuous use, the insurance will contain a clause that it will not be cancelled without the Board first having received not less than 30 days written notice of such a cancellation or change
10. In consideration of the sum of One Dollar (\$1.00), receipt of which is hereby acknowledged, and in consideration for the permit (Schedule-E) to use the Board's facilities, the authorized user, and any officers and directors of the group, agree, jointly and severally to indemnify, protect, and save harmless the Board from all loss, costs, including legal costs, expenses 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 authorized user group, 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.
11. The authorized user shall be responsible to the Board for all damage to the building and equipment. Any damage to the building and/or its equipment shall be repaired or replaced at the Authorized Users' expense. Facilities used by the Authorized User shall

- be examined after use and the Authorized User shall agree to make good any loss or damage.
12. The Board shall not be responsible for personal injury or damage, nor the loss or theft of clothing and equipment for anyone attending on the invitation of the Authorized User.
 13. The use of school premises or facilities shall be restricted to those agreed upon.
 14. It shall be the responsibility of the rental group to coordinate access of arrivals. Specifically, doors may not be propped open with any materials (rocks, pieces of wood, chairs, etc.) at any time during the rental period. The authorized user shall be responsible for all rental participants and must ensure that the school grounds are vacated by the time specified on the contract.
 15. Outdoor facilities may be available for rental from May 15 to October 31.
 16. It shall be the responsibility of the Authorized User to make sure that all persons admitted to the function have vacated the school buildings and grounds promptly by the time specified on the permit. **FAILURE TO LEAVE BY THE APPOINTED TIME MAY RESULT IN ADDITIONAL CHARGES.**
 17. Advertising not authorized by the Principal shall **not** be permitted on school property.
 18. No storage space shall be granted to outside organizations, unless expressly agreed to by the Principal.
 19. **COSTS INCURRED FOR THE IMPROPER USE OF FIRE AND SECURITY ALARMS SHALL BE CHARGED TO THE AUTHORIZED USER.**
 20. Groups shall be restricted to hours and frequency of use as specified on the contract.
 21. The Board shall reserve the right to remove any permit user. Permits are not transferable.
 22. Permits shall not be allowed during designated school holidays, Christmas Break, March Break, Easter, Summer Holidays and all Board scheduled Professional Development Days, and days when the school is closed due to inclement weather, unless approved by the Principal.
 23. **Permits may be cancelled due to school closure without a refund.**
 24. A custodian or a Principal or a teacher or some other board employee familiar with emergency and security procedures must be on duty for all scheduled activities. In all cases the person on duty must be acting **ONLY** as a representative of the Board. Costs will be charged as per Schedules B and C.
 25. No equipment will be provided for the user group without prior written consent from the Principal.
 26. The conduct of players should be such that there is no offense to the general public.
 27. The Fire Emergency Procedures will be provided to each authorized user (see Schedule F)
 28. Consumption of alcohol or gambling in any form shall not be permitted on school premises.
 29. Animals shall not be permitted on school property, without written consent, in advance, by the Principal.
 30. Fire Prevention:
 - Before each performance it will be the responsibility of the Authorized User and Board Representative to raise and lower the safety chain. When the stage is not in use, the safety curtain must be in a lowered position.
 - All scenery, special effects, props, etc. must meet fire code safety standards.
 - **The use of pyrotechnics is not allowed on board property, except by special arrangement.**
 - The seating capacity in the auditorium, gymnasium and cafeteria must not exceed the Fire Department's limit..

31. The Authorized User will be expected to have an appropriate plan to deal with medical emergencies and /or medical conditions while on board premises.
32. Food/drink is not permitted in the gym or classroom areas. Also, a cafeteria rental does not include the use of a school's kitchen.
33. Folding partition doors in gymnasiums and auditoriums will not be operated by anyone other than board personnel.
34. **The Principal at his/her discretion can refuse, without prejudice, any User Group and/or activity.**

COMMUNITY USE OF FACILITIES
SCHEDULE F: FIRE EMERGENCY PROCEDURES

As the person in charge of a group using the Community Use facilities, you are responsible for ensuring that all participants in your program are made aware of the following emergency procedures.

IF YOU DISCOVER A FIRE:

1. Leave the area immediately and close doors behind you.
2. Sound the Fire Alarm.
3. Leave the building immediately by using the nearest exit.

IN GENERAL:

- Keep doors to stairways closed at all times.
- Keep stairways, landings, hallways, passageways and exits clear of any obstruction.
- Have a working knowledge of activating the fire alarm pull station(s).
- DO NOT use elevators / lifts.

FIRE PROCEDURES:

It is the responsibility of all persons using these facilities that they be familiar with the “Fire Emergency Procedures”, Ontario Fire Code.

All permit holders are required to visit the school PRIOR to the first date of use indicated on their permit and review the following fire emergency procedures with the school custodian:

- ✓ Location of nearest fire exits
- ✓ Location of nearest fire alarm pull stations
- ✓ Location of the fire fighting equipment

The permit holder is also required to review these emergency procedures with all participants of their program on the first date of use.

School Use

Commencement exercises, school plays, school dances, school council activities, extra-curricular / intramural activities [teams and clubs - i.e. NOSSA events (basketball, football), NDA events (skiing)], retirements, reunions, Trustee forums and meetings, employee groups (i.e. principal, union, non-union meetings)

Community Non-Profit – Youth Related Activities

**** Youth is defined as under the age of eighteen**

- Community youth groups such as Scouts Canada and Girl Guides Canada
- Recreational youth athletic and sports groups with volunteer instructors (i.e. badminton, volleyball, basketball, music, drama)
- Community church youth groups
- Municipal youth classes and youth recreation uses
- Service Clubs (i.e. Lions, Optimist, Rotary) operating youth programs
- Registered charitable organizations (Red Cross, St. John's Ambulance, CAS, Association for Community Living) operating youth programs
- Before and after school daycare

Community For-Profit & Community Non-Profit: Not related to Youth Activities

(Including all Community-based/sponsored groups, organized athletic or recreational groups or associations for which fees are charged as a condition of admission/ membership/ participation)

- Service Clubs (i.e. Lions, Optimist, Rotary) operating adult programs
- Registered charitable organizations (Red Cross, St. John's Ambulance, CAS, Association for Community Living) operating adult programs
- Community church adult groups
- Adult recreational, athletic, and pick up sports
- Municipal adult classes and adult recreation uses
- Ratepayer Associations
- Political Parties
- Theatrical, entertainment, concert, performance groups (i.e. Quanta Festival, Kiwanis Festival, Choral Society, TOROS, Dream Coat)
- Fundraising Ventures
- Commercial groups
- College and university groups
- Leisure business (i.e. Dancercise, aerobics, fitness, piano lessons)
- Municipal, Ministry meetings
- Theatrical Group – Highland Players