



ADMINISTRATIVE GUIDELINE

Title: Use of Board Meeting Rooms for Board and Staff Related Business

Effective Date: November 23, 1999

Responsibility: Office of the Director

Revised: August 15, 2006

The following protocol has been developed to assist individuals with information with respect to the use of Board meeting rooms within the jurisdiction of the Near North District School Board.

1.0 **Meeting Rooms available within the Near North District School Board**

There are meeting rooms located at sites within the jurisdiction of the Near North District School Board.

2.0 **Usage of the Near North District School Board Meetings Rooms**

Near North District School Board meeting rooms will be used primarily by the Board, Program and Business and Senior Staff of the Board. School related committees will also have access to meeting rooms when available. However, if rooms are not booked by Board/School officials, there will be consideration given to non-profit partnership agencies for use of meeting rooms.

3.0 **Non-profit Partnership Agencies Definition**

Non-profit partnership agencies will include groups who work with the Near North District School Board in advancing the needs of children and adolescents, such as the Childrens' Aid Society, CNIB, etc.

4.0 **Protocol for Use of Meeting Rooms**

Groups may contact the the Near North District School Board to ascertain availability of a meeting room for a particular function. In the event that the booking for a non-profit partnership agency needs to be canceled, every effort will be made to provide adequate notice.

Use of meeting rooms will be dependent upon proper use and conduct while on Board property.

4.1 **Responsibilities for facilities by all groups**

- 4.1.1 A responsible adult, preferably a Board employee, is required to be in charge of any group using the facilities.

- 4.1.2 All bookings must have a board employee on site during the function.
- 4.1.3 Use of Board equipment requires prior approval and all equipment will be operated by individuals who are versed in the use of such equipment.
- 4.1.4 Functions will be scheduled around the existing custodial duty hours at the location of the booking.
- 4.1.5 Food and beverages will be the responsibility of the groups using the facilities along with the clean up required.
- 4.1.6 Decorations, props, etc. will be approved prior to bookings and removed at the end of the function by the group using the facilities.

5.0 **Board Contacts**

Meeting Rooms will be booked through the individual sites. Discussion or clarification of this guideline should be directed to the Office of the Director of Education.