



# Superior-Greenstone DSB Facility Use Request Terms and Conditions

The **Superior-Greenstone District School Board (SGDSB)** welcomes all of its community members to the Community Use of Schools (CUS) after-hours facility use program.

The following **Terms and Conditions** govern the use of SGDSB facilities including its **Policies and Procedures** which may be accessed via the Boards' website at <http://www.sgdsb.on.ca/article/the-community-use-of-schools-program-144.asp> or obtained from the local principal office.

For more information or questions, please email the Community Use of Schools office at [CommunitySchoolUse@sgdsb.on.ca](mailto:CommunitySchoolUse@sgdsb.on.ca) or by calling **1.807.853.6149**.

## CONDUCT

- Permit account holder to review, communicate, and ensure that all user group members – onsite event supervisor(s), participants and spectators – follow applicable Board policies and procedures, in particular, but not limited to policy 409, Management Guidelines 409 and policy 408 regarding Facility and Equipment use at SGDSB..
- All community members to show respect for the facility, equipment, and the authority of the Board staff in charge of the facility and use appropriate behaviour and language at all times throughout school facilities and grounds.
- Permit account holder and event supervisor(s) to warrant that all activities adhere to prevailing municipal and provincial laws and that all necessary and applicable licenses and permits are obtained and submitted to principal or Community Use of Schools' office prior to facility use.
- Refusal of permit holders to comply with SGDSB's terms and conditions, policies and procedures will result in the cancellation of permits at no cost or liability to the Board.

## OTHER

- Community Use of Schools (CUS) Program hours are 6pm to 10pm in secondary schools and 6pm to 9pm in elementary schools, Monday through Friday from mid September to mid June.
- Facility use between the hours of 7am to 4pm is outside the scope of CUS programming.
- Consult with principal or Community Use of Schools office for special consideration to access school facilities prior to 7am or 6pm during school weekdays, or general facility use on weekends and during school breaks.
- Advertising of user group events cannot be posted on school property or circulated through the school's facilities or social website without prior approval from local school principal or designate.
- Any liability insurance cost - incurred by eligible user groups using OSBIE - must be paid prior to the permit being approved. All other Community Use of Schools Program costs - equipment rental, custodial staff wages, repair costs, etc - will be invoiced by the school or Board following the event, as applicable.
- Total number of admissions of participants to any event must never exceed fire regulation capacity load of the space rented and no spectator loose seating allowed in auditoriums.
- No live animals, pets, and inflatables allowed on school premises unless otherwise approved by principal.
- Open Flame of any kind – including but not limited to incense, lighted candles, lanterns, open flame burners, etc - pose a serious threat to SGDSB facilities and grounds and are therefore prohibited.
- In case of inclement weather, community user group to check the Board's website or listen to the radio. CUS facilities permits should be considered cancelled if school buses stop running due to inclement weather or if building problems develop that remain unresolved for after-hour facility use.
- Community members may direct any unresolved questions or clarifications about the Community Use of Schools program by contacting their local principal or the Board's Community Use of Schools office.