



## **COMMUNITY USE OF SCHOOLS FACILITY REQUESTS TERMS AND CONDITIONS**

The Superior-Greenstone District School Board welcomes its community members to the Community Use of Schools (CUS) program which is a Ministry of Education initiative that supports access to school space outside of school hours where all people can gather to learn and participate in a range of activities offered by community user groups.

*The following Terms and Conditions apply to every online user account application and facility use request submitted to SGDSB by an individual on behalf of a community user group.*

### **TERMS OF ONLINE USE/AGREEMENT**

By creating an online user account or submitting a facility request, the user of this online booking system agrees that: I HAVE READ AND UNDERSTAND THE BELOW LISTED RULES AND REGULATIONS AND THAT I HAVE READ SGDSB's POLICY 409 AND ITS MANAGEMENT GUIDELINES AND AGREE TO ABIDE BY THEM!

The Term of the agreement commences on the date on which the online user account is created and facility requests are submitted on behalf of a community user group and constitutes the requester's full acceptance of these Terms and Conditions, including any future time a requester will access, browse through SGDSB Community Use of Schools site, and use the Board's Community Use of Schools' online booking system.

SGDSB may periodically change these Terms and Conditions, so users of this online booking service are to check them from time to time as the use of the CUS online booking system constitutes the requester's acceptance of such changes.

This online system is administered and operated by the Superior-Greenstone District School Board (SGDSB). All materials, designs, text and images contained within, are the property of SGDSB, and are protected by copyright and other intellectual property laws. No person may copy, modify, download, reproduce, transmit or distribute in any way any content, in whole or in part, without SGDSB's permission.

SGDSB reserves the right to disable any link in their sole discretion.

### **AGREEMENT AND OBLIGATIONS OF ALL PARTIES**

1 - SGDSB obligations:

SGDSB will undertake every reasonable action to guarantee the highest quality service possible of this online booking system. SGDSB will also gather customer input from time to time to make changes such as to improve the functionality of this service.

## 2 – Community User Group/Requester obligations:

Requester shall provide SGDSB with current, complete, accurate and true information. Requester is responsible for maintaining the confidentiality of the password and account, and is fully responsible for all activities that occur under said password and account. Requester agrees to immediately notify SGDSB of any unauthorized use of said password or account or any other breach of security. SGDSB will not be liable for any loss or damage arising from community user group/requester failure to comply with this policy.

### **TERMS OF FACILITY USE/RULES & REGULATIONS**

- School and Board events shall take priority over External User Groups activities.
- Permit Holder(s) has to be 19 years of age or older.
- Community user group must have required liability insurance coverage in place with SGDSB added as third additional insured.
- All users must be familiar with the Board's Policy 409 and Management Guidelines for Use of Schools Facilities and Equipment.
- School equipment is not available to user groups unless prior written authorization has been obtained from the Principal of the school.
- New Permit Applicant(s) must arrange and meet with the principal or school representative assigned by the principal for an orientation on procedures and safety considerations regarding the school facilities.
- Permit Holder(s) must notify the school with a minimum of 5 business days' notice of changes to the Facility Use Permit such as, but not limited to, cancellations, booking dates, event requirements, equipment use needs, etc.
- Use of facilities, grounds, and equipment by user groups is to be contingent upon direct permission of the Principal of that school at all times.
- User Groups must have a copy of an approved permit application at hand at all times while on school property by either the person responsible for the group or the alternate contact. Permit Holder must be personally present and identifiable by valid photo identification acceptable to the Board or access to the school premises will be denied.
- Requirements of the groups must be known by the Head Custodian at least 48 hours in advance of the event.
- Permit Holder(s) to identify themselves to the custodian/board staff member upon arrival at the facility with valid photo identification.
- Permit Holder(s) to inspect the rental facility, change area, and washroom facilities together with the school custodian/ board staff member. Permit Holder(s) to perform a security check at the end of their event.
- Any damage and/or safety issues must be reported to the school custodian/board staff member on site or user group will be assessed repair costs. If the booking slot is divided for use by distinct groups/teams of the same organization, the subsequent supervisors will repeat the inspection.
- In regulations with security protocols, Permit Holder(s) are required to have a representative at the door to supervise entry and exits of participants of their user group outside of regular school hours and on weekends.
- Parking in designated areas only, not blocking any fire routes.
- No consumption, distributing or selling of alcoholic beverages, or any other materials deemed inappropriate on school premises or property.
- Smoking is strictly prohibited.
- All User Group Participants and Permit Holders are to:
- Show respect for the facility, equipment, and the authority of the staff person in charge of the facility.

- Understand and follow all instructions as outlined in the School Boards Policy 409 and associated Management Guidelines 409.
- Use appropriate behaviour and language at all times throughout the school and its premises.
- Follow the instructions of the school custodians/board staff member and user group supervisor with regard to care of building, safety concerns, and exit from premises.
- Strictly adhered to use of hours approved on the permit.
- Be advised that smoking, consumption of alcohol or use of illicit drugs on school property is strictly prohibited.
- Individuals under the obvious influence of alcohol or drugs will be denied admission to the school.
- Understand that no food or drink is permitted during activities without special permits.
- To park on school property in designated area(s) only. At no time can fire routes and driveways be blocked.
- Refrain from using equipment that has not been pre-approved on the Use of Facilities Permit.
- Ensure all pre-approved equipment is returned to its place of origin at the end of each use.
- Be responsible for and remove their own garbage and recyclables from the approved area(s) of use prior to vacating the School Facilities at the end of each time of use.
- Ensure clean, dry and non-marking running shoes are worn by all user group participants accessing the gymnasium(s) at all school facilities.
- Check the Board's website or listen to the radio regarding cancellation notifications. Facilities permits shall be cancelled if school buses are cancelled due to inclement weather or building problems.
- Direct any questions or clarifications at time of school use regarding best practices to the custodian/board staff member.
- If any questions remain unanswered they are to be brought forward to principal's attention the next business day.
- Where a group fails to adhere to these Rules & Regulations, the Principal may cancel the use of the facility!

For more information or questions regarding the above please contact your Community Use of Schools Coordinator at 807.853.6149 or email at [kpatock@sgdsb.on.ca](mailto:kpatock@sgdsb.on.ca).