

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

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| <i>Section</i> | FACILITIES & GROUNDS | |
| <i>Management Guideline</i> | USE OF SCHOOL BUILDINGS AND EQUIPMENT | |
| <i>Applicable Policy</i> | USE OF SCHOOL BUILDINGS & EQUIPMENT | 409 |

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| <i>Board Approved: May 18, 2010</i> | <i>Reviewed: May 17, 2010</i> | <i>Review before: December 2015</i> |
| <i>June 25, 1999</i> | <i>April 25, 2006</i> | |

1.0 Procedures: General Guidelines for Facility and Grounds Use

- 1.1 Student, school and board events shall take priority over External User Group activities.
- 1.2 School use by user groups as defined in section 4.0 before, during and after school hours is to be contingent upon direct permission of the Principal of that school.
- 1.3 Requests for sharing on a short-term basis will be handled by the School Principal.
- 1.4 Any long-term Joint Facility User Agreements will be referred to the Director for approval.
- 1.5 In all cases of sharing or rental requests, any costs should be prorated to the parties involved, subject to negotiation.

In cases of long-term sharing of facilities, cost of use are to be tracked and prorated to the parties involved at the end of each annual term of use, or as agreed otherwise.
- 1.6 All Board facility use must comply with the applicable Board policies which are subject to change from time to time and said changes are to be considered as part of any joint use agreement upon passing of the policy by Board vote.
- 1.7 The Principal of the school shall have the right to deny the use of school facilities to any user or group intending to sell or distribute alcoholic beverages, or any other materials deemed inappropriate, (i.e., weapons) on school premises or property.
- 1.8 The Principal of the school shall have the right to prohibit consumption of alcohol or use of illicit drugs on school property. Individuals under the obvious influence of alcohol or drugs are to be denied admission to the school.
- 1.9 Smoking on school property is strictly prohibited.
- 1.10 Site-specific guidelines for use of a site as provided by a School Principal are to be fully complied with by all user groups, and failure to do so may result in cancellation of access.
- 1.11 Organizations that may have a member(s) disregard the ruling are expected to take associated disciplinary action that will also be reported to the Board.

- 1.12 Depending on severity of misconduct by any user group, the principal and Board reserves the right to cancel a facility use at any time without notification.
- 1.13 Joint Facility Users, community groups, and organizations will be required to carry insurance as determined by the Board, based on the nature of the activity and other factors.
- 1.14 The Board will not permit the use of the technical shop areas and equipment therein for other than instructional lessons in day or night school classes, or the repair and maintenance of Board owned equipment by Board maintenance staff, whenever necessary. Subject to approval by the Director or designate, use of shops shall only be permitted via a locally based college or the school itself. Determination of which areas constitute technical shop areas lies with the Board and includes, but is not limited to home economics, woodworking, automotive, electronics, computers, broad-based technology, communications and small engines.
- 1.15 It is not the policy of the Board to compete with any commercial enterprise within the community.
- 1.16 Questions or clarifications regarding best practices regarding use of schools by user groups are to be brought forward to principal of each school.

Procedures: Joint Facility Partnerships

- 1.17 The Board will seek opportunities to share facilities with community partners when building new schools and undertaking significant renovations, and when considering the use of unoccupied space in schools. The Board will attempt to expand the number of partnerships in a way that is transparent, sustainable and supportive of student achievement.
- 1.18 The development of Joint Facility Use Agreements is to be undertaken where long-term sharing of facilities occurs. All such agreements will be referred to the Director for approval
- 1.19 All facility partnerships shall meet the following requirements:
 - Health and safety of students must be protected.
 - Partnerships must be appropriate for the school setting.
 - Partnerships must not compromise the Board's student achievement strategy.
 - Entities that provide competing education services such as tutoring services, JK-12 private schools or private colleges, and credit-offering entities that are not government-funded, are not eligible partners.
- 1.20 A notification list of potential partners will be maintained by the Director or designate consisting at a minimum of the applicable entities listed in Ontario Regulation 444/98. If childcare operators and government-funded agencies request it, they will be added to the notification list. Other eligible agencies may be added to the notification list by the Director or designate.
- 1.21 Information on space available to partners will be posted on the Board's website and the information will be updated on an annual, or more frequent, basis. Entities on the notification list will be notified when information is updated.

- 1.22 A public meeting will be held once per year in a community of the Board to discuss potential facility partnerships and to receive information on the needs of the communities within the Board. Details on the time and location of the meeting will be provided to the entities on the notification list and posted on the board's website at least 30 days in advance of the meeting.
- 1.23 When the Board is considering building a new school or undertaking a significant addition or renovation, it will notify the entities on the notification list 1 to 3 years prior to the potential construction start date. The Board will provide as much information as possible about its plans and the site to support potential partners in determining the project's suitability for their purposes.
- 1.25 The rent and/or fees charged to partners should cover the operations and capital cost, including administrative costs and property taxes (if applicable), to the Board of the space occupied by the partner. Additional costs to perform minor renovations to protect student safety, provide appropriate washrooms, and otherwise make the space suitable for use by facility partners should be borne by the partners.
- 1.26 Notwithstanding the above, where suitable partners cannot be found or where the Board considers it to be in its best interest, surplus space may be sold or leased in accordance with Ontario Regulation 444/98 as amended. Board Policy 802, School Viability & Closure governs the study of schools for potential closure.

Procedures: Community Use of Schools – Outside of regular school hours

- 1.27 Each school in the Board will establish weekday and weekend hours during which the school may be available for community use in accordance with the current board policy.
- 1.28 The principal of each school shall submit a report to the Board mid March and mid August of each year to indicate when school facilities are used by groups as defined under Section 4.0 External Users of Type E, F, G and H. The Board shall submit a Community Use of Schools report to the Ministry of Education the end of March and August as per requirements outlined by the Ministry.
- 1.29 All requests for the use of facilities before and after school hours are to be made through the appropriate School Principal.
- 1.30 User Groups are responsible to have their approval permit with them at each time of school use.
- 1.31 User groups to advise the principal of the school of any change in their use of the school facilities, i.e. time of use, food requirements, extra participants, etc.
- 1.32 User groups to provide proof of arranged supervision during an event that is acceptable to the Board. As a minimum, users must have a responsible individual 19 years of age or older in attendance at all times during use of a facility.
- 1.33 A Board custodian or staff member must open and close the building and remain on site during the time that the building is in use, and ensure the security of the facility prior to leaving.
- 1.34 User Groups are required to have a representative at the school entrance to control entrance of participants from their group.

- 1.35 All fire and safety regulations shall be followed and familiarizing their group with all emergency exits of the school is a must.
- 1.36 Parking is allowed on school property in designated area(s) only. At no time can fire routes and driveways be blocked.
- 1.37 User groups are responsible to 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.
- 1.38 Wearing of clean, dry and non-marking running shoes by all user group participants accessing the gymnasium(s) at all school facilities
- 1.39 Facilities permits shall be cancelled if school buses are cancelled due to inclement weather or building problems. User groups are to check the Board's website or listen to the radio regarding cancellation notifications.
- 1.40 Questions or clarifications related to best practices, regarding use of schools by user groups using space before and after school, are to be brought forward to the custodian, or staff member on site, who will bring them forward to the principal of school the next business day.

2.0 Fee Guidelines

The fee schedule for use of school facilities will be as follows:

Where a formal Facilities Use Agreement exists or is created, the application of fees may be negotiated and such agreement will override/supersede the Fee Guidelines section of this procedure.

"Recognized additional costs" may include heat, light, power, cleaning, supervising staff, set up and any other identifiable costs incurred by the Board.

3.0 Internal Groups

Internal Groups are defined as those that are conducting activities or meetings normally associated with either the school or the school board and that are being directly or indirectly supervised by a school or school board representative. Approval of school use must, in all cases, be ratified by the school principal.

Some examples of internal groups are home and school organizations, Trustees' Committees, Students' Councils, school basketball and school volleyball teams, night school classes, etc.

Fee: There will be no rental fee; however, the Board may request that recognized additional costs be recovered from the internal users. Extra custodial hours must be pre-approved by the Manager of Plant Services.

4.0 External Groups

External groups are all those groups that are not directly associated with the Board of the school.

The fee structure for the various types of external users will be as follows:

- TYPE A:** Elected representatives and bonafide employees of the municipalities within the District, when conducting such activity clearly identified as municipal business.
– See Fee Schedule 5.0
– Recognized additional costs to be recovered
- TYPE B:** Organizations (national, regional or local) which provide general community service for youth groups where the primary aspect of the activity is training and the program meetings are conducted on a frequent and regular basis.
– See Fee Schedule 5.0
– Recognized additional costs to be recovered
- TYPE C:** Organizations which provide community service for youth groups on a semi-regular basis with the primary aspects of the activity being social in nature. Fees charged by the organization to participants are subject to review and limitation by the Board, (also see (g)).
– See Fee Schedule 5.0
– Recognized additional costs to be recovered
- TYPE D:** Groups of individuals organized for the benefit of the community and who are promoting physical fitness or cultural enrichment. These groups may be informal and temporary organizations open to interested members of the public, but who satisfy the principal as being responsible and capable of supervising themselves. Fees charged by organizations to participants are subject to review and limitation by the Board (also see (g)).
– See Fee Schedule 5.0
– Recognized additional costs to be recovered
- TYPE E:** Organizations which provide limited community services and participation because of religious affiliation.
– See Fee Schedule 5.0
– Recognized additional costs to be recovered
- TYPE F:** Not for Profit organizations which provide limited community services and participation because of:
- specific talent requirements
 - specific interests
 - fee requirement
 - limited enrolment
 - political affiliations
 - age requirements
- See Fee Schedule 5.0
– Recognized additional costs to be recovered
- TYPE G:** Profit-making organizations not providing a community service, or charging excessive fees to participants (see (c) and (d) above):
– See Fee Schedule 5.0
– Recognized additional cost to be recovered
- TYPE H:** Other groups that do not fit any previously mentioned category:
To be determined by the Principal in consultation with the Manager of Plant Services.

5.0 Fee Schedule

| User Group | Secondary Schools | Elementary Schools |
|---|--|--------------------|
| (Per Time Slot Use*) | | |
| Internal Groups | No Charge | No Charge |
| External Groups (See Management Guideline Policy 409 – Section 4.0) | | |
| TYPE A | | |
| (Single Gymnasium) | \$ 40.00 | \$ 40.00 |
| (Double Gymnasium) | \$ 75.00 | — |
| TYPE B | | |
| (Single Gymnasium) | \$ 40.00 | \$ 40.00 |
| (Double Gymnasium) | \$ 75.00 | — |
| TYPE C | | |
| (Single Gymnasium) | \$ 40.00 | \$ 40.00 |
| (Double Gymnasium) | \$ 75.00 | — |
| TYPE D | | |
| (Single Gymnasium) | \$ 50.00 | \$ 50.00 |
| (Double Gymnasium) | \$ 80.00 | — |
| TYPE E | | |
| (Single Gymnasium) | \$ 75.00 | \$ 75.00 |
| (Double Gymnasium) | \$100.00 | — |
| TYPE F | | |
| (Single Gymnasium) | \$100.00 | \$ 75.00 |
| (Double Gymnasium) | \$150.00 | — |
| TYPE G | Greater of 20% of total fee charged to participants, or: | |
| (Single Gymnasium) | \$100.00 | \$100.00 |
| (Double Gymnasium) | \$150.00 | \$150.00 |
| Classrooms | | |
| External (A to D) | \$10.00 | \$10.00 |
| External (E to H) | Greater of 20% of fee charged or \$20.00 | |
| Piano | | |
| External (A to D) Subject to Pre-approval and Principal determination | | |
| External (E to H) | \$25.00 | |

Cafeteria

The charge of \$50.00 per evening applies, provided that school cafeteria staff, if available, are hired to operate the kitchen. This would be in addition to the rental fee.

Library, Common Areas, Other Spaces

Subject to review by Board Administration and prorated as determined

Fees for Grounds

Soccer fields, ball fields and other general areas to be determined by Board Administration prior to use.

Custodial / Board Staff

If required, actual cost of wages will be determined as per the current Collective Agreements for set up or take down time, site security, and/or cleaning, as applicable, required due to nature of the event/use.

APPLICATION AND PERMIT
FOR USE OF SCHOOL FACILITIES

- The Superior-Greenstone District School Board utilizes an on-line permit application process.
- The application can be completed by going to the board website and following the Community Use of Schools links.
- All users are required to read and accept the rules and regulations related to use of school buildings, prior to any permit being considered for approval.
- Failure to abide by said rule may result in immediate suspension of activity