



**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD
COMMUNITY USE OF SCHOOLS (CUoS)
AUTHORIZATION TO ASSUME CUSTODIAL ROLE IN CUoS EVENT**

This confirms: _____
(Name of SGDSB staff – if more than one staff member, each staff member to fill out a separate form)

will be attending the following Community Use of Schools event

Facility Request# _____
_____ (Name of event as listed on submitted Facility Request)

as (mark both if applicable)

- Event supervisor
- Event Participant only

and has agreed to assume custodial responsibilities at no charge to user group and Superior-Greenstone DSB as follows:

- a) Contact Head Custodian for further instructions on roles and responsibilities as attending custodian, emergency contact, and arrange time of cleaning of rented facilities to ensure premises used are ready for student use the next school day.
- b) Make sure building is secure before participants enter the building, for example, but not limited to: water flushing as set out in *Ontario Regulation 243/07 – Schools, Private Schools and Day Nurseries*, facility check for wet floors, obstacles (garbage, boxes, etc), equipment, fire doors, bathrooms are fully stocked, HVAC systems are set to proper operation, garbage cans put out, put up signs for hazards, lock doors leading to other areas, etc.
- c) Assist with set-up of event requirements as outlined on permit and Head Custodian’s direction.
- d) Monitor user group’s activities while building is being used (corridors, washrooms, etc.)
- e) Be main emergency contact to participants and event supervisor in case of emergency, building or equipment issues, or any other questions or assistance the group may encounter, especially issues that may occur during room use, i.e. wet floor, spills, etc.
- f) Do not allow equipment of facility use outside of what is approved on permit.
- g) Do not leave building unattended.
- h) Ensure premises have been vacated and secured at time listed on permit.
- i) Secure building by locking all exterior doors, turning off lights and HVAC systems as needed, and alarm the building.
- j) Leave a note for Head Custodian with any minor issues that need to be addressed, i.e. Light bulbs out, areas unable to clean, etc
- k) Any violation(s) and/or equipment failure and/or facility issues encountered during facility use need to be documented with as much detail as possible and brought to Head Custodian attention the next school day for resolution by principal’s office.

Declaration to be signed by SGDSB staff member:

I declare that as a SGDSB staff member I have read existing **Board Policy and Procedures 400 Facilities and Grounds** in its entirety, as well as the **Community Use of Schools Terms & Conditions**, and understand my role and responsibilities as Community Use of School’s participant, event supervisor (if applicable) and attending custodian for this community use of schools facility request as per the above and existing Board Policies.

Date

Signature

COMMUNITY USE OF SCHOOLS OFFICE ONLY

Request approved Yes No

DATE: _____, 20____

Copy to Head Custodian