

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<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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1.0 General Guidelines for External Facility and Grounds Use – Community Use of Schools Program:

- 1.1 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 Facility User Agreement upon passing of the policy by Board vote.
- 1.2 Student, school and board events shall take priority over any external user group activities.
- 1.3 Any facility use during school hours is outside the scope of the Community Use of Schools (CUS) program.
- 1.4 All after-hour held events must be made online using the Board's facility use permitting system which can be accessed going to the Board's website at www.sgdsb.on.ca – *Community Use of Schools*.
- 1.5 Permit requestors will be required to carry insurance as determined by the Board, based on the nature of the activity and other factors which must be provided at the time of permit application. The permit holder must match the name of the insured on the liability insurance certificate.
- 1.6 Facility use requests must be received at least fifteen (15) school operating days prior to the first event date listed on the permit.
- 1.7 School use by user groups as defined in section 2.0 before, during and after school hours is to be contingent upon permission of the Principal of that school or designate.
- 1.8 CUS program approved permits are non-transferrable.
- 1.9 All after-hour facility use will be charged fees in accordance with section 3.0 – After-hour Fee Schedule.
- 1.10 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 woodworking, automotive, electronics, computers, broad-based technology, communications and small engines.

Kitchen and Family Studies facility use may be granted with consideration for the qualifications of the instructor.

- 1.11 It is not the intent of the Board to compete with any commercial enterprise within the community.
- 1.12 A ban on the use or possession of illegal drugs, alcohol and tobacco is in effect for all Board facilities and grounds.
- 1.13 Site-specific guidelines for use of a site as provided by a School Principal are to be fully complied with by all user groups. Failure to do so may result in cancellation of access.
- 1.14 Organizations who's members disregard the rules are expected to take associated disciplinary action that will also be reported to the principal, designate, and the Board.
- 1.15 Depending on the severity of misconduct by any user group, the principal, designate, or Board reserves the right to cancel a facility use permit at any time without notification.
- 1.16 As a general rule, CUS after-hour facility use is made available from mid-September to mid-June, Monday through Friday from 6:00pm until 9:00pm in elementary schools and from 6:00pm until 10:00pm in secondary schools, including Professional Activity (PA) days.

Permitting on all other occasions – weekday use from 4pm to 6pm, weekends, school breaks (Christmas, Spring, or Summer), statutory holidays, June 15th to 30th, and September 1st to 15th -- may be given special consideration based on assessing school staff availability, additional facility operating costs and scheduled maintenance projects.

CUS permitting application deadlines for special consideration are:

Summer Break:	April 30th
Christmas Break:	October 31st
March Break:	February 1st

- 1.17 After-hour external permits are valid for the current school year only and must be applied for on a yearly basis. Permit requests from community user groups will be accepted starting August 15th of each school year until end of May the following school year.
- 1.18 User groups must be able to provide an electronic or hard copy proof of an approved facility use permit when asked. Verbal or generic email reservations of guarantees of space will not be accepted.
- 1.19 Other than volleyball standards and basketball nets, school equipment rental requests of any kind must be made directly and separately with the school as per Board policy 408 – Loaning of Equipment and approved by the principal.

User groups must be able to provide proof of written equipment rental approval when asked.

- 1.20 Food, drink, electronics, equipment or any other type of material to be brought into the school for the duration of the permit must be listed on permit request. Items must comply with Ministry of Health, Board and local school Health and Safety, Fire Safety, and Allergen regulations.
- 1.21 ~~No~~ Storage of equipment on school site is not permitted unless otherwise arranged and approved by principal.
- 1.22 User groups must advise of any change in their use of the school facilities using the Board's online permitting system with at least three school operating days' notice prior to the event date. E.g., time of use, food requirements, extra participants, entire permit cancellation, single event cancellation, etc.

For any last-minute changes to permits, user groups are required to notify the school via telephone in addition to using the Board's online permitting system. School listing and telephone numbers can be accessed on the Board's website.

- 1.23 If a user group fails to honor their booking(s) without giving prior notice, the following actions will be taken:

1st no show: will result in a notification via online permitting system to permit holder;

2nd no show: User group will be billed for the duration of the entire booked event as outlined in Fee Schedule 3.0;

3rd no show: User group will be billed for the duration of the entire booked event as outlined in Fee Schedule 3.0;

4th no show: User group will lose their privilege to use facility for a specified period of time as determined by the Board or designate.

- 1.24 External permits shall be cancelled by the school or Board without further notice if the school requires space for internal school/Board use. Notwithstanding that schools will make every effort of avoiding conflict with approved after-hour community use events.
- 1.25 For cancellations due to inclement weather or building problems, user groups are to check the Board's website, social media or listen to the radio regarding cancellation notifications.
- 1.26 User groups are to provide proof of arranged supervision during an event that is acceptable to the Board. As a minimum, users must have a responsible individual 18 years of age or older in attendance at all times during use of a facility.
- 1.27 Youth group members (under 18 years of age) shall be under adult supervision at all times when entering, attending and leaving Board property.
- 1.28 Participants are not to enter premises before the event supervisor arrives. The event supervisor is required to be last person to leave.
- 1.29 When requesting more than one space on the permit, the user group must appoint an event supervisor for each space listed on the permit if used simultaneously.

- 1.30 The Organizational Permit Holder is responsible to ensure the group supervisor has carried out a risk assessment to ensure adequate provisions are in place to have user group members evacuate the premises safely in case of emergency.

In addition, the group supervisor must have procedures in place to administer first aid with own first aid materials and have readily available own communication devices to contact emergency services.

- 1.31 It is the Supervisor's responsibility to report all injury incidents to the onsite Board representative before leaving the premises and fill out the required Board Injury Incident Reporting Form 1.
- 1.32 The Supervisor must be able to identify themselves to on-site Board staff with valid photo identification and must inspect facilities prior to and after use and bring any concerns or issues to the attention of the on-site Board staff.
- 1.33 It is the responsibility of the event supervisor to ensure that participants remain within the approved facilities on the permit and only use equipment as approved by the principal.
- 1.34 The event supervisor will ensure that group participants arrive and leave the school facilities within the start and end time listed on the permit.
- 1.35 In accordance with the Board's security protocols, user groups are required to have a representative at the school entrance to control entrance of participants from their group.
- 1.36 Propping of doors is not allowed.
- 1.37 The user group is responsible for own set-up, including tables and chairs, and proper disposal of 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 It is the user group's responsibility to provide own wildlife-proof waste containers and arrange for proper garbage disposal when using field spaces.
- 1.39 Access to school water, phone, washrooms, and electricity is not available when only outside field/premises are booked.
- 1.40 Wearing of clean, dry and non-marking running shoes by all user group participants accessing the gymnasium(s) and hallways and other spaces for physical activities at all school facilities is required.
- 1.41 A Board custodian or staff member familiar with Board emergency and school building procedures must open and close the building, remain on site for the duration of all after-hour permits and ensure the security of the facility prior to leaving in accordance with school's procedures.
- 1.42 Any work efforts by Board staff other than opening and closing the school, i.e. accommodate extended permit timelines, help with set-up or take-down, having to engage in significant extra cleanup to restore facility or grounds to same condition as received, etc., will be noted on the permit and billed to the user group as outlined in Fee Schedule 3.0.

- 1.43 Only qualified SGDSB personnel may adjust mechanical equipment such as, but not limited to, thermostat, fans, folding partition doors, basketball winches and bleachers.
- 1.44 Total number of admissions sold to any event must not exceed fire regulation, room occupancy, or seating capacity load.
- 1.45 Parking is allowed on school property in designated area(s) and not on fields or lawns. At no time can fire routes and driveways be blocked.
- 1.46 No alterations, application of powder, wax, tape, or any other preparations to the floors, walls, ceilings, or grounds unless approved by the principal of school.
- 1.47 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.
- 1.48 The Board or its designates shall submit a CUS report(s) to the Ministry of Education as per requirements outlined by the Ministry.

2.0 External Groups

External groups are all those groups that are not directly associated with Board operations
The fee structure for the various types of external users will be as follows:

- TYPE A:** Elected representatives and bonafide employees of municipalities within the District when conducting activities clearly identified as municipal business (g. Municipal, Board Union/Federation business meetings). Fees charged are subject to review and limitation by the Board (see (d)).
- See Fee Schedule 3.0
 - Recognized additional costs to be recovered
- TYPE B:** Organizations (national, regional, or local) which provide general, social, physical, and training community service for youth groups. Fees charged by organizations to youth are subject to review and limitation by the Board (see (d)).
- See Fee Schedule 3.0
 - Recognized additional costs to be recovered
- TYPE C:** Groups of individuals organized for the benefit and well-being of the community and who are promoting physical fitness, cultural enrichment, or other type of general community activities. These groups may be informal and temporary organizations open to interested members of the public, but who satisfy the Board as being responsible and capable of supervising themselves (e.g. athletic and amateur sports groups (including staff groups), birthday/baby/bridal parties (including staff groups), crafts, book clubs, local community theatre, dance or musical productions, charitable events, meetings, etc.). Fees charged by organizations to participants are subject to review and limitation by the Board (see (d)).
- See Fee Schedule 3.0
 - Recognized additional costs to be recovered

TYPE D: Commercial/Business/Private profit-making organizations, or user groups charging excessive, commercial type of fees to participants (see (b) and (c) above), or user groups providing limited community services and participation because of:

- specific talent requirements
- specific interests
- fee requirement
- limited enrolment
- political affiliations
- age requirements

– See Fee Schedule 3.0

– Recognized additional cost to be recovered

TYPE E: Other groups that do not fit any previously mentioned category: To be determined by the Principal in consultation with the Manager, Plant Services.

3.0 After-hour Fee Schedule – reviewed annually

Hourly Rate	Classroom	Speciality Room/Area Music, Family Studies, Art, Seminar, Hallways, Library, Field, Track, Parking Lot	Single Gym, Auditorium Includes stage and change room use as long as listed on permit	Double Gym Includes stage and change room use as long as listed on permit
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Internal Groups: For definition see policy 409 – section 4.1
There are no charges for Principal or Board approved school or staff events.

Facility Use Charge:	\$0.00	\$0.00	\$0.00	\$0.00
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External Groups: For group definitions see policy 409 – section 4.0

Facility Use Charge:	Regular	Subsidized	Regular	Subsidized	Regular	Subsidized	Regular	Subsidized
Type A (municipal)	\$10.00	\$0.00	\$20.00	\$0.00	\$40.00	\$0.00	\$75.00	\$0.00
Type B (youth)	\$10.00	\$0.00	\$20.00	\$0.00	\$40.00	\$0.00	\$75.00	\$0.00
Type C (non profit)	\$10.00	\$0.00	\$20.00	\$0.00	\$40.00	\$0.00	\$75.00	\$0.00
Type D (commercial)	\$20.00	\$20.00	\$40.00	\$40.00	\$100.00	\$100.00	\$150.00	\$150.00
Type E (other)	tba		tba		tba		tba	

tba = subject to review and cost determination by Board Administration or designate.
Family Study, Music Room, and Cafeteria room use requires direct principal approval.
All equipment rental is at the sole discretion of the principal and must be arranged with the school directly.
Where applicable, individual(s) must be TSSA (Technical Standards & Safety Authority) certified when bringing in own equipment.
Final user group type placement is at the discretion of principal or designate.

Hourly Custodial Charge:	Hourly custodial rate is charged as per collective union agreement. A Board employee familiar with emergency and security procedures must be on site for all after-hour facility use activities. Responsibilities include opening and closing procedures, security monitoring of premises, turning on lights, and providing access to equipment rental as approved by principal. Any additional custodial requests are subject to an hourly rate as determined by Plant Services.
Per Permit Administration Fee	No charge. Subject to change.
Permit Termination / Cancellation Fee	User group able to cancel permit online using permitting system at no charge if cancelled three (3) school operating days prior to first scheduled event. All other cancellations subject to a \$25.00 administration fee plus custodial cost (as applicable). All costs levied on the user group.

Permit Alteration Fee	No charge if made three (3) school operating days prior to first scheduled event. All other cancellations subject to a \$25.00 administration fee plus custodial cost (as applicable). All costs levied on the user group.
No Show Fee	3 rd No show: a \$25.00 administration fee plus applicable custodial cost will be levied on the user group.
False 911 or Fire Alarm charges	Will be levied on the user group. Current charge \$75.00 which is subject to change without further notice.

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

4.0 Internal Groups and Permitting

- 4.1 Internal Groups are defined as those that are conducting student or school or Board activities normally associated with either the school or the School Board and supervised by a school or School Board representative (eg. school council, co-curricular and extra-curricular activities, theatre performances, school fund raisers, staff and student programs, and coterminous Boards' Physical Education programs).
- 4.2 Approval of internal before and after-hour school use must, in all cases, be ratified by the school principal or a School Board Administrator
- 4.3 There will be no rental fee; however, the Board may request that recognized additional costs be recovered from the internal users.
- 4.4 Extra custodial hours must be approved in collaboration with the school principal.
- 4.5 Principals or local staff designate shall record all known after-hour school business related events for the subsequent new school year by no later than June 15th of each year using the Board's online permitting system.
- 4.6 Any other after-hour events, as they may occur throughout the school year, are to be recorded by principal or local school staff designate, with as much notice as possible and using the Board's online permitting system. Schools will make every effort of avoiding conflict with approved after-hour community use events.

5.0 Joint Facility Partnerships

- 5.1 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.
- 5.2 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.

- 5.3 All Joint Facility User 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.
- 5.4 A notification list of potential partners will be maintained by the Director or designate consisting of 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.
- 5.5 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.
- 5.6 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.
- 5.7 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.
- 5.8 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.
- 5.9 Where suitable partnerships do emerge, 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.
- 5.10 Short-term rental requests not itemized in the Facility Partnership Agreement, must be input by the Facility Partner using the Board's online permitting system. Any costs incurred with the short-term rental will be billed as defined in section 3.0 – Fee Guidelines and Schedule.