

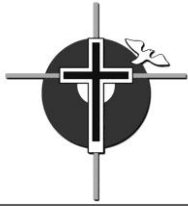
1. Purpose

To allow the school communities access to school facilities at little or no additional cost to the Board. The use of the Board's facilities shall not prejudice the regular or extracurricular programs of the school, either during or outside of school hours.

2. Regulations

The Board encourages the use of school facilities by the community, subject to the following conditions:

- a) School day activities, extra-curricular activities and parent involvement activities organized or administered by the school or school board have priority use of school space during and after regular hours.
- b) The Board reserves the right to cancel any rental permit if the conditions and responsibilities are not complied with.
- c) Subject to the Tobacco Control Act, smoking is prohibited within the school buildings and on school property.
- d) Activities involving the sale or consumption of alcohol are not permitted unless approved by the Director of Education or designate.
- e) Activities involving fireworks or other pyrotechnical devices are not permitted.
- f) Activities involving the discharge or use of weapons, such as guns, archery, crossbows and knives, are not permitted.
- g) Activities will be cancelled when school bus transportation is cancelled due to inclement weather and when a required custodian is ill and no replacement is available.
- h) The general term of yearly permits shall be from mid-September to mid-June with the exception of Christmas holidays, professional development days, March Break, and during the summer months, when school buildings will be closed for necessary repairs and cleaning.
- i) No permit shall be issued to anyone under 18 years of age.
- j) Reciprocal agreements must be approved by the Associate Director of Education on a school-by-school basis.
- k) There shall be no modification or addition to the school electrical wiring or any school fixtures.
- l) A permit is non-transferable and is not valid unless signed by the authorized official of the School Board.



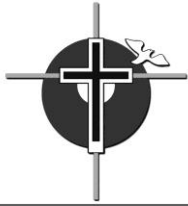
3. Insurance

- a) The Board shall not be responsible for personal injury, damage or loss of property.
- b) The permit holder shall be responsible for the conduct and supervision of all persons admitted to the School building.
- c) The permit holder must provide a certificate of insurance coverage containing a minimum \$2 million in coverage and naming the Board as additional third party insured. The permit holder may purchase a Master Insurance Contract plan, such as “OSBIE,” which is available from the school principal.
- d) The permit holder accepts liability for all damages arising out of bodily injury sustained by persons under his/her charge and property damage done by persons under his/her charge or through the permit holder’s neglect.
- e) The permit holder waives all rights of action against the Board, and agrees to indemnify the Board from any actions or causes of actions against the Board taken by any person under his/her control.
- f) The permit holder is responsible to ensure that the entrance is clear of snow and when icy conditions are present, that the area is appropriately sanded and salted.
- g) The distribution of keys is not recommended and the distribution of security codes is not permitted.
- h) In order to ensure adequate security for the Board’s facilities, a daily inspection is to be made before vacating the premises at the end of each session.

4. Responsibility

4.1 Principal Responsibility

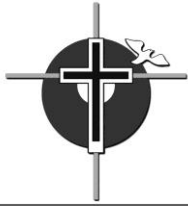
- a) The School Principal must ensure that the regulations are followed.
- b) The principal must ensure that the permit form (attached) is completed in quadruplet, appropriately approved and distributed. The completed permit must be distributed as follows:
 - One copy retained at the school
 - Once copy forwarded to the Kemptville Board Office (Office of the Associate Director of Education)
 - One copy forwarded to the appropriate Plant Operations Supervisor
 - One copy returned to the applicant



- c) The Principal must determine whether or not a school custodian should be on duty during the time the building is in use by the permit holder.
- d) The Principal must advise the custodian and his/her Supervisor of any additional required hours when a permit is approved.
- e) No storage space shall be granted to outside organizations, except with the permission of the Principal.
- f) The Principal must notify the Plant and Maintenance department if any damages have resulted for any use under a permit.
- g) A staff member must be on the premises while community groups are using the school facilities.
- h) Any fees collected through facility use by ‘for-profit’ groups or for insurance coverage should be recorded in the School Banking Program under the “Special Events” umbrella category. The revenue must be tracked in four separate categories:
 - Community Use Rental Revenue
 - Community Use Rental Revenue HST @ 13% (remitted to the Board monthly)
 - Custodial Fees Collected (remitted to Board monthly)
 - Community Use OSBIE Insurance (remitted to Board monthly)
- i) The Principal must ensure that category detail reports are run on a monthly basis, attached to a school cheque representing the amount collected, and submitted to the Board’s Finance Department for the following categories:
 - Community Use Rental Revenue HST @ 13% - Finance will submit the HST collected to CRA
 - Custodial Fees Collected - Finance will deposit the custodial fees collected to the Plant & Maintenance department budget to offset the corresponding payroll transactions.
 - Community Use OSBIE Insurance – Finance will subsequently pay OSBIE Insurance coverage upon invoicing.

4.2 Permit Holder Responsibility

- a) All individuals, groups and organizations must complete a ‘Permit for the Rental of School Facilities’ (attached) application form that is available from the School Principal’s Office *regardless of whether the group is Profit or Non-Profit*.
- b) The permit holder shall confine the activities to the facilities granted in the permit and to associated corridor(s) and washroom(s). All other areas are *out of bounds*.



ADMINISTRATIVE PROCEDURE

- c) Suitable footwear must be worn in the gym. The application of powder, wax or any other preparation to floors for any purpose is prohibited. Any equipment used to play floor hockey must not damage the floor.
- d) School equipment shall not be used unless it is included on the permit and approved. Equipment brought to the school must be removed promptly.
- e) Payment for community use of schools is required for *Profit Groups* on issuance of an approved permit. Cheques must be made payable to the school.
- f) The permit holder is responsible for any and all damage to the property from or arising out of any use under a permit. The user organization must notify the Principal of such damage immediately. The Board will invoice the organization for the cost of repairs due to the damages.
- g) Notification must be given to the school no less than 72 hours prior to the time the facility is required or to request a change in scheduled use of facilities (i.e.; change in date, time).
- h) The permit holder must ensure that appropriate adult supervision is provided. The custodian must not be used to assist with supervision.
- i) Facilities must be left in the same condition as they were before the occupancy. Any additional custodial costs incurred to return the facility to its original condition will be borne by the permit holder.

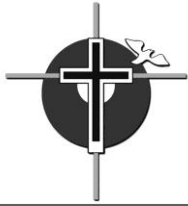
4.3 Board Administration Responsibility

- a) Any recovery of extra custodial costs or damages will be credited back to the Plant Operations budget.
- b) Community Use rental revenue HST @ 13% will be remitted to CRA.
- c) Premiums received for OSBIE Insurance coverage will be remitted to OSBIE for invoicing.

5. Fees

5.1 Non-profit Organization - Fee Exemption

- i) Any organization which provides a direct service to students of the school or the school community will be exempt from fees for use of the schools facilities and may have first consideration for use of facilities.
- ii) No fees will be applicable to individuals, groups or organizations related to



School Board activities.

- iii) Any organization which qualifies as a not-for-profit organization or group, that being a group which functions as a charity or service organization, will be exempt from fees for use of school facilities (*see Appendix A – Definition of Not-For-Profit Organization*).

5.2 Profit Organizations

- a) All other individuals, groups and organizations, which do NOT qualify for exemption from fees, are subject to fees based on:
 - 1) Rental costs associated with the facility (see 5.2 b.),
and
 - 2) Extraordinary costs for custodial, facility and operational costs IF the event is scheduled outside of regularly scheduled custodial hours at the school.
- b) Rate Schedule for Profit Organizations
The following rate schedule applies for costs associated with facility rental:

<u>Facility</u>	<u>Fee Schedule Per Event</u>
Classroom	\$ 35.00
Single gymnasium	\$ 85.00
Double gymnasium	\$120.00
Cafeteria	\$ 85.00
Auditorium	\$150.00

Note: *13% HST is applicable to all rates

- c) Extraordinary Costs
Additional custodial costs are recognized as an extraordinary cost. The permit holder shall pay this cost when a custodian is required to be on duty and the event is scheduled outside the regularly scheduled custodial hours at the school. The rate schedule applicable to extra custodial, facility and operational costs is as follows:

Monday to Saturday - \$45.00 per hour
Sunday - \$60.00 per hour

Permit for Rental of School Facilities


 Not-For-Profit Group

 For-Profit Group

No.: _____ School: _____

Name of Organization _____

Name of Officer Applying _____

Address _____ City _____

Postal Code _____ Phone: Res. _____ Bus. _____

Nature of gathering _____

_____ No. of participants _____

Please complete the following section for either Profit Groups OR Non-Profit Groups:

<p>NOT-FOR-PROFIT GROUP <i>No Fee Collected</i> Additional Custodial Hours: _____</p> <p>Code: 40-000-117-000-1/4-CTR</p>	<p>PROFIT GROUP</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Rental Fee</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Additional Custodial Hrs. _____ x rate/hour _____</td> <td style="text-align: right;">= \$ _____</td> </tr> <tr> <td colspan="2"><i>(Rate per hour as listed under Extraordinary Costs 5.2 C)</i></td> </tr> <tr> <td>Subtotal</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>HST on Subtotal @ 13%</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Total Due</td> <td style="text-align: right;">\$ _____</td> </tr> </table>	Rental Fee	\$ _____	Additional Custodial Hrs. _____ x rate/hour _____	= \$ _____	<i>(Rate per hour as listed under Extraordinary Costs 5.2 C)</i>		Subtotal	\$ _____	HST on Subtotal @ 13%	\$ _____	Total Due	\$ _____
Rental Fee	\$ _____												
Additional Custodial Hrs. _____ x rate/hour _____	= \$ _____												
<i>(Rate per hour as listed under Extraordinary Costs 5.2 C)</i>													
Subtotal	\$ _____												
HST on Subtotal @ 13%	\$ _____												
Total Due	\$ _____												

NOTE: A copy of the custodial time sheet for extra hours, if required, **must be attached to the Associate Director of Education copy** of the permit when it is sent in.

1. Please select the category(ies) that describes the age of the expected participants. (Check all that apply.)
 - Children 0-6
 - Children 7-12
 - Teens 13-18
 - Young Adults 19-24
 - Adults 25-64
 - Seniors 65+
 - No target age (i.e. there is a wide range in the ages of participants)

2. Please indicate the gender of your participants.
 - Female
 - Male
 - Both

3. Please select the category(ies) that describes the primary type of activity. (Check all that apply.) Please note the examples are not exhaustive.
 - Educational (e.g. homework help, reading clubs)
 - Parenting Support (e.g. new parent classes)
 - Sports and Recreational (e.g. basketball, yoga)
 - Health and Wellness (e.g. nutrition program, blood donation)
 - Child Care Programs
 - Arts and Cultural (e.g. community theatre, concerts)
 - Supports for Recent Immigrants
 - Social (e.g. bbq, meet and greet)
 - Community Services (e.g. employment aid)
 - Meetings (e.g. neighbourhood action)
 - Leadership (e.g. Scouts, Guides)
 - Aboriginal-focused Programs
 - Supports for Low-Income Communities
 - Other: please describe _____

DATE(S) AND TIME(S) REQUESTED:

DAY	DATE	TIME				HOURS
		From:	AM/PM	To:	AM/PM	
		From:	AM/PM	To:	AM/PM	
		From:	AM/PM	To:	AM/PM	
		From:	AM/PM	To:	AM/PM	
		From:	AM/PM	To:	AM/PM	
		From:	AM/PM	To:	AM/PM	

GYMNASIUM FACILITIES:

Gymnasium Double Gym Exercise Gym Equipment Required
Change Room(s)

AUDITORIUM FACILITIES:

Auditorium Dressing Rooms Lecture Theatre Other _____

SEE REVERSE FOR ADDITIONAL APPLICATION REQUIREMENTS FOR AUDITORIUM USE.

OTHER FACILITIES:

Cafeteria
of Classroom(s)

Kitchen
Lobby

EQUIPMENT REQUIRED:

Tables Microphone/Audio system
Chairs Time Required _____

OTHER _____ to _____

DATE ISSUED _____ APPLICANT _____

SCHOOL PRINCIPAL (Authorized Board official) _____

REGULATIONS:

- (a) Priority will be given to activities sponsored by the Board or extra-curricular activities sponsored by the school administration as part of the educational program (includes **Not-For-Profit** organizations as stipulated in *Appendix A*).
- (b) The Board reserves the right to cancel any permit should it be found necessary to use facilities for school purposes or if the conditions and responsibilities are not complied with.
- (c) Smoking is prohibited.
- (d) Alcoholic beverages shall not be permitted without permission from the Director of Education or designate.
- (e) Activities involving fireworks or other pyrotechnical devices shall not be permitted.
- (f) Activities involving the discharge of use of weapons shall not be permitted.
- (g) No permit shall be issued to anyone under 18 years of age.
- (h) A permit is not transferable and is not valid unless signed by an authorized Board official.

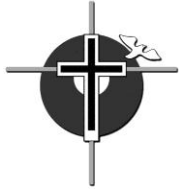
INSURANCE:

- (i) The Board shall not be responsible for personal injury, damage or loss of property.
- (j) Applicants shall be responsible for the conduct and supervision of all persons admitted to the School building and shall see that regulations are observed.
- (k) Applicant must provide proof of insurance of a minimum of \$2 million, naming the Board as additional insured.
- (l) Applicant accepts liability for all damages arising out of bodily injury sustained by persons under his charge and property damage done by persons under his charge or through the applicant's neglect.
- (m) Applicant waives all rights of action against the Board, and agrees to indemnify the Board from any actions or causes of actions against the Board taken by any person under his control.
- (n) In order to ensure adequate security, a daily inspection is to be made before vacating the premises at the end of each session.

PERMIT HOLDER RESPONSIBILITY:

- o) The fees, payable to the School, if applicable, are due immediately upon issuance of the permit.
- p) Only the facilities and equipment specified in the permit shall be used.

c.c. (1) School Office/Principal (2) Applicant (3) Associate Director of Education (4) Supervisor of Plant Operations



Appendix A

Definition of Not-For-Profit Organizations

- a) **Not-For-Profit Youth-Related Community Groups:** run by local youth groups such as Boy Scouts, Girl Guides, 4H Clubs and Cadets, etc. where the activities are intended for participants under the age of 18 (or where the participants are under a disability, then under the age of 28).
- b) **Not-For-Profit Recognized Children's Sport and Recreation Service Providers:** groups that are: a) sponsored or recognized by a municipality as providing services or programs for the benefit of the community, or b) members of a provincial sports organization or an accredited camping organization, or c) universally recognized as service providers, such as the YMCA or Red Cross.
- c) **Not-For-Profit Childcare Operations:** groups involved with before and after-school childcare programs delivered by eligible operators (as per the Day Nurseries Act) within the school board district.
- d) **Other Not-For-Profit or Charitable Groups:** other groups such as local service clubs, community health associations, parent groups, seniors groups, etc. as determined by the district school board.