



## ADMINISTRATIVE GUIDELINE

### TITLE: COMMUNITY USE OF FACILITIES

Effective Date: December 1, 2006.

Responsibility:

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1. The primary purpose of the Near North District School Board is to educate learners to their fullest potential in preparation for life-long learning. other considerations as outlined in this guideline
  4. The defining principles that should guide the im
    - a) Schools are the hubs of their community investment in providing citizens with a plac
    - b) Fair and equal access to the use of schoo purposes in non-school hours;
    - c) School activities shall have priority use o school hours;
    - d) Not-for-profit organizations will be charged
  5. Facilities will not be made available for overnight Emergencies, where the facility is a designated eva sponsored events as approved by the Fire Dept.
  6. This Guideline will be reviewed annually, with cor Board's agreement with the Ministry of Tourism.

REGULATI

ONS

The Principal/Board has the authority and responsibility under the Education Act and the Regulations to exercise reasonable care and judgment and to refuse or revoke access to any Board facilities at any time to any person, group of persons, or organizations. (Regulation 298, Section 11)

GENERAL GUI

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**1. Scope of this Document is limited:** This document does **NOT** cover:

- a) Certain clauses in certain long-standing agreements.
- b) Joint-use agreements. (i.e. those with Municipalities to allow reciprocal use of both Municipal and Board facilities by schools and community groups respectively).
- c) Reciprocal use agreements as agreed between the Principal and the User



Cafeteria  
Washrooms  
Parking Lots  
Fields/Tracks/Grounds

Specialty Rooms (science, technical, custodial)  
Staff Rooms, Nurse's Room  
Material and Equipment Storage Areas  
Weight/Exercise Room  
Kitchens  
Areas with Computers

#### **4. Uses Not Permitted**

- a) Wedding receptions, anniversary celebrations, birthday parties and similar private gatherings are not permitted.
- b) The sale and/or consumption of alcoholic beverages shall be prohibited.
- c) Any use that interferes with the normal day-to-day operations of the schools shall not be permitted.
- d) Any use that is deemed by the Principal or Board to create Health and/or Safety concerns will not be permitted.

#### **5. Rental Season**

Rentals shall not conflict with school activities. Rentals of outdoor facilities will be made only after consideration of any agreed booking schedule of outside organizations. (e.g. City of North Bay, Town of Parry Sound).

School facilities will not be made available for rental purposes during Christmas Break, March Break, Easter, Summer Holidays\*\* and all Board scheduled Professional Development Days, unless approved in advance by the Principal. If extra custodial coverage is required, the Principal will ensure that it is available before granting the use permit.

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applicant), Schedule D (General Rules and Regulations) and Schedule F (Fire Regulations) and ensure that the applicant understands the responsibility to follow those schedules.

3. All permit holders shall carry comprehensive general public liability insurance against claims for personal injury, death, and property damage or loss for an amount not less than \$2 million per occurrence, with no annual or aggregate limit. The insurance policy must cover the activities of the Authorized User and the activities of any other person for whom this party is responsible. The Near North District School Board must be named as an additional insured on the policy. An insurance certificate proving compliance with this requirement shall be provided before the permit application is approved. Where there is ongoing continuous use, the insurance will contain a clause that it will not be cancelled without the Board first having received not less than 30 days written notice of such a cancellation or change.
4. A custodian, Principal or some other employee familiar with emergency and security procedures must be on duty for all scheduled activities. Costs will be charged as per Schedules B and C.
5. Applications and Approval for After Hours Use of Schools
  - a. Application Forms for use of facilities shall be available at school offices. For all uses, completed forms (including Proof of Liability Insurance with NNDSB added as an 'additional insured') shall be forwarded to the Principal for approval fourteen (14) days prior to the event.

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All inquiries regarding the use of schools should be directed to the Principal. Any group using school facilities must submit a new request each school year, whether they have used the facility previously or not.

The requirements to book a Near North District She6(r)3c 0.001 ,d2(e6-2(e)0.001 ,di(t)-002 Tw [(P)-2(r8

Appealing of fees and special requests for use outside of the rental policy are to be forwarded, in writing, at least three (3) weeks prior to the scheduled event to the, Principal. The Director of Education, in consultation with the Principal, may grant special approvals.

- d. The approved Schedule E shall be forwarded by the Principal to the User.
- e. Groups are expected to leave the facility in a neat and clean state. All and any costs incurred for clean-up/vandalism/loss during rental use shall be charged to the permit holder.
- f. All groups must abide by the rules and regulations established by the NEAR NORTH DISTRICT SCHOOL BOARD for rental permit holders (Schedule D). Any failure to adhere to these regulations will result in cancellation of the permit to the rental group and the assessment of all costs for damage or extra services needed.
- g. Schools shall be made available as electoral polling stations.

## COMMUNITY USE OF FACILITIES

### SCHEDULE A: GROUP CLASSIFICATIONS

CLASSIFICATION	DESCRIPTION
<p><b><u>School Use</u></b> <b>Highest priority</b></p>	<p>All programs and inter-related activities operated or sponsored by the Board including sporting events will take priority over community use.</p>
<p><b>Group - A</b> <b>2'nd Priority</b></p> <p><b><u>Community Non-Profit</u></b> <b>(Youth Related Activities)</b></p>	<ul style="list-style-type: none"> <li><b>i.</b> Not-for-profit Local Community Groups whose Activities directly involve children and youth (i.e., Scouts/Guides, YMCA/YWCA)</li> <li><b>ii.</b> Not-for-profit recognized children’s sport and recreation service providers – as per Ministry of Tourism and Recreation’s Recognition Criteria (Schedule C)</li> <li><b>iii.</b> Not-for-profit Childcare Operations – Before and after-school childcare (as per the Day Nurseries Act)</li> <li><b>iv.</b> Other not-for-profit or charitable groups such as local service clubs, community health associations, senior groups, etc. as determined by the DSB.</li> </ul> <p><b>No rental fees, no custodial fee, insurance costs to be borne by the user group.</b> <b>NOTE THAT THESE RATES MAY CHANGE DEPENDING ON CONTINUATION OF ‘COMMUNITY USE FUNDING’ FROM THE MINISTRY OF EDUCATION.</b></p>



**COMMUNITY USE OF FACILITIES**

**SCHEDULE B: COMMUNITY (NON-PROFIT)  
(Youth Related Activities)**

**NOTE THAT THE RATES LISTED HERE ARE SUBJECT TO AVAILABILITY OF  
'COMMUNITY USE' FUNDING FROM THE MINISTRY OF EDUCATION.**

Unless otherwise agreed by the Board, the following rates shall apply:

<u>FACILITY</u>	<u>CLASSIFICATION</u>	<u>COST PER USE</u>	<u>*MONTHLY</u>
<b>GYMNASIUM</b>	Elementary	\$0	\$0
	Secondary	\$0	\$0

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be examined after use and the Authorized User shall agree to make good any loss or damage.

12. The Board shall not be responsible for personal injury or damage, nor the loss or theft of clothing and equipment for anyone attending on the invitation of the Authorized User.
13. The use of school premises or facilities shall be restricted to those agreed upon.
14. It shall be the responsibility of the rental group to coordinate access of arrivals. Specifically, doors may not be propped open with any materials (rocks, pieces of wood, chairs, etc.) at any time during the rental period. The authorized user shall be responsible for all rental participants and must ensure that the school grounds are vacated by the time specified on the contract.
15. Outdoor facilities may be available for rental from May 15 to October 31.
16. It shall be the responsibility of the Authorized User to make sure that all persons admitted to the function have vacated the school buildings and grounds promptly by the time specified on the permit. **FAILURE TO LEAVE BY THE APPOINTED TIME MAY RESULT IN ADDITIONAL CHARGES.**
17. Advertising not authorized by the Principal shall **not** be permitted on school property.
18. No storage space shall be granted to outside organizations, unless expressly agreed to by the Principal.
19. **COSTS INCURRED FOR THE IMPROPER USE OF FIRE AND SECURITY ALARMS SHALL BE CHARGED TO THE AUTHORIZED USER.**

31. The Authorized User will be expected to have an appropriate plan to deal with medical emergencies and /or medical conditions while on board premises.
32. Food/drink is not permitted in the gym or classroom areas. Also, a cafeteria rental does not include the use of a school's kitchen.
33. Folding partition doors in gymnasiums and auditoriums will not be operated by anyone other than board personnel.
34. **The Principal at his/her discretion can refuse, without prejudice, any User Group and/or activity.**



**COMMUNITY USE OF FACILITIES**  
**SCHEDULE-E: APPLICATION FOR L-y6g983246-7(LD)p-1.157**



## **COMMUNITY USE OF FACILITIES**

### **SCHEDULE F: FIRE EMERGENCY PROCEDURES**

As the person in charge of a group using the Community Use facilities, you are responsible for ensuring that all participants in your program are made aware of the following emergency procedures.

#### **IF YOU DISCOVER A FIRE:**

1. Leave the area immediately and close doors behind you.
2. Sound the Fire Alarm.
3. Leave the building immediately by using the nearest exit.

#### **IN GENERAL:**

Keep doors to stairways closed at all times.

Keep stairways, landings, hallways, passageways and exits clear of any obstruction.

Have a working knowledge of activating the fire alarm pull station(s).

DO NOT use elevators / lifts.

#### **FIRE PROCEDURES:**

It is the responsibility of all persons using these facilities that they be familiar with the “Fire Emergency Procedures”, Ontario Fire Code.

All permit holders are required to visit the school **PRIOR** to the first date of use indicated on their permit and review the following fire emergency procedures with the school custodian:

Location of nearest fire exits

Location of nearest fire alarm pull stations

Location of the fire fighting equipment

The permit holder is also required to review these emergency procedures with all participants of their program on the first date of use.



## **USER GROUP EXAMPLES**

### **School Use**

Commencement exercises, school plays, school dances, school council activities, extra-curricular / intramural activities [teams and clubs - i.e. NOSSA events (basketball, football), NDA events (skiing)], retirements, reunions, Trustee forums and meetings, employee groups (i.e. principal, union, non-union meetings)

### **Community Non-Profit – Youth Related Activities**

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