



COMMUNITY USE OF SCHOOLS

POLICY #: F-21

AUTHORITY: 02-123 / 03-106

POLICY STATEMENT

It is the policy of the Northeastern Catholic District School Board to make Board-owned facilities available for the community use providing that the normal education program of the school can be maintained.

POLICY REGULATIONS

1. GENERAL:

- 1.1 Application for the use of Board-own facilities must be made on the approved application form and **a copy** forwarded to the Director of Education or designate **for approval**.
- 1.2 Organizations using Board-owned facilities must accept responsibility for loss or damage to Board property or equipment, including security code violations which may incur costs to the Board.
- 1.3 Organizations using facilities on a regular basis (weekly, monthly) may be issued a key by an authorized official of the Board. A refundable deposit will be required.
- 1.4 Principals shall **promptly** report any abuse of property or equipment to the Director of Education or designate.
- 1.5 All school programs or educational activities shall have priority for the use of facilities.
- 1.6 When custodial services are required by parish and/or community organizations, the organization shall be responsible for making the necessary arrangements with the local custodian, through the Manager of Plant or the School Principal, for such services. It is understood that costs for custodial services will be reimbursed to the Board.
- 1.7 Activities of all groups or organizations must be confined to the facilities assigned to the organization.
- 1.8 Whenever it is deemed advisable that requests not covered by this policy should receive special consideration, any such request shall be referred to the **Director of Education or designate**.

- 1.9 Events, activities and user groups shall recognize and respect the values and beliefs of our Catholic faith.

2. PARISH ORGANIZATIONS:

Parish organizations may use Board-owned facilities without charge unless custodial services are requested and/or required by the Board.

3. NON-PROFIT COMMUNITY ORGANIZATIONS:

- 3.1 Non-profit community organizations may use Board-owned facilities for regular meetings without charge, unless custodial services are requested and/or required by the Board.
- 3.2 Special events sponsored by community organizations may be approved provided the organization agrees to pay for custodial services (where such services are required).

4. SPECIAL EVENTS:

- 4.1 **Permits requesting that alcoholic beverages be served on school premises for special functions must receive special permission from the Director of Education or designate.**
- 4.2 Application for such use must be submitted **two (2)** months prior to the date of the event.
- 4.3 When granted, approvals will be subject to the following conditions:
 - 4.3.1 Payment for all fees shall be made in advance and a deposit made for custodial services.
 - 4.3.2 A valid permit is obtained from the L.C.B.O. **and proof of permit shall be provided.**
 - 4.3.3 The group or organization assumes responsibilities for the conduct and supervision of all persons admitted to the event.
 - 4.3.4 A qualified security guard is hired for the event by the requesting organization (when deemed by the Board to be essential).

5. SCHEDULE OF FEES*:

<u>ITEM</u>	<u>CLASS B</u>	<u>CLASS C</u>
Gymnasium - single		\$10/hr to max of \$50/day
- double		\$20/hr to max of \$100/day
Classroom		\$10/hr to max. of \$30/day
Cafeteria		\$10/hr to max. of \$50/day
Athletic Fields	\$6/user/summer - children	
(Registration details must be provided)	\$12/user/summer - adult	

**NOTE: This list is not exhaustive.
Request of usage of any equipment that is not listed above will be determined at time of application. * FEES DUE PRIOR TO EVENT**

6. ADDITIONAL PROVISION:

The Board reserves the right to accept or refuse any application and/or permit for use of school facilities.

7. LIABILITY & INSURANCE:

- 7.1 The rental group/organization agrees to the following:
- 7.1.1 To assume full responsibility for the acts and conduct of all persons admitted to the premises under the permit.
 - 7.1.2 To supply and provide proof of insurance in the form of a Certificate of Insurance for General Liability insurance in the amount of two million dollars (\$2,000,000.00) naming the Northeastern Catholic District School Board as an additional insured on the policy. The Board will purchase insurance on behalf of groups who are unable to provide a Certificate of Insurance. The cost of the insurance will be reflected in the permit.

***Events with alcohol must be protected by Alcohol Liability Insurance.**

- 7.2 During the use and occupation of the premises, the rental group/organization shall indemnify and save harmless the Northeastern Catholic District School Board, its officials, trustees, employees, and agents from and against any and all liability whatsoever resulting from injury or damage to person(s) or property by reason of or as a result of the use and occupation of the premises directly or indirectly.