



COMMUNITY USE OF SCHOOLS

Administrative Procedures

- 1.0** The Community Use of Schools Outreach Coordinator will manage the permit process ensuring written agreements (including acceptance of Regulations and Conditions for Use of Schools) and insurance are in place before approving the Agreement.
- 2.0** The School Principal may accept or reject the request up to the three days after receipt of the application.
- 3.0** The schedule of User Fees for the different categories of community activities for use of school facilities shall be updated annually as approved by the Board through the budget process, with the new schedule taking effect the following September. The Board shall retain approval authority for fees included in individual written agreements (such fees may vary depending on the scope of the agreement).
- 4.0** The School Board will not subsidize any community group activities with funds provided by the province for the education of the Board's pupils.
- 5.0** A Custodian or Board staff member must be present in the building during any school community use to open, lock-up, monitor users to ensure Board Policies are followed, implement emergency procedures should they be required, and report any misuse of Board facilities. During the winter months, a custodian must be on-site to ensure that entrances and exits are shoveled and free of ice or snow. Hallways should be cleaned of any water spills. No keys or key codes are to be given out to any community groups, to ensure the safety of our students and school equipment. Groups or organizations must be willing to take responsibility for any damage which might occur during such use and be willing to pay for any additional red because of its use.

Operational Procedures

1.0 SCOPE

- 1.1** This procedure applies to all community use of school facilities from the application process through to the successful completion of the scheduled event(s), invoicing, and collections
- 1.2** The Board of Trustees Community Use of School Facilities Policy 3.1.3 is an integral part of this procedure, and the Policy supersedes this procedure should there be any differences between them.

2.0 DEFINITIONS

- 2.1** Facilities include classrooms, auditoriums, gymnasiums, cafeterias, cafetorium's, and outside recreation areas depending on the school.
- 2.2** Ebase is the web-based software used to manage the Community Use Program.
- 2.3** A community group is defined as any group or organization operated by volunteers whose primary purpose is to provide recreational, educational, religious, health and cultural services or activities to the community as a whole and does not operate as a business venture with the primary purpose of producing a monetary profit or for the financial benefit of its officers, directors, or organizers.
- 2.4** A school year is September 1st to June 30th.

3.0 APPROVAL AUTHORITY

- 3.1** The Board of Trustees approves the User Fee Schedule through the annual budget process.
- 3.2** Principals are responsible for community use within their school. They have the authority to decline applications if they so choose.
- 3.3** The Community Use of Schools Outreach Coordinator is responsible to ensure the effectiveness and efficiency of the Community Use Program including ensuring the satisfaction of community user groups, meeting Ministry of Education program requirements, and approval and processing of agreements that have not been declined by the Principal.

4.0 RESPONSIBILITY

- 4.1** The Community Use of Schools Outreach Coordinator is responsible to ensure effectiveness of the Community Use of Schools Program within the District. This includes liaising with stakeholders to build program consistency and effectiveness, ensuring that all approved permits meet the rental requirements user groups, and meeting Ministry of Education program requirements.
- 4.2** The Building Services Manager is required to communicate to the Outreach Coordinator the dates and times the facilities will be unavailable due to maintenance or repair projects for the coming school year by June 30th and the dates and times the facilities will be unavailable during the summer months of July and August due to maintenance or repair projects by May 1st. This information must be updated during the year if unplanned maintenance or repair projects are required.
- 4.3** The Principal is responsible for organizing the necessary resources to meet the needs of the Community Users. The Principal (or School Secretary under the direction of the Principal) is required to input into the Ebase Community Calendar, dates and times the facilities will be used by the school and school groups for the coming year by September 20th.
- 4.4** The Principals and the Building Services Manager (or representatives thereof) are required to log-into the Ebase Community Use system frequently to acquaint themselves with the community users in their schools. The Outreach Coordinator will update the availability of all Board facilities in the calendar.

- 4.5** Head/Chief Custodians are expected to log-in to the online Community Use system frequently to view the calendars pertaining to their school.
- 4.6** The Head/Chief Custodian, under the direction of the Outreach Coordinator, is responsible for the booking of a casual custodian(s) for any Community Use where custodial services are required. The Head/Chief Custodian, under the direction of the Principal, is responsible for the booking of any custodians necessary for any internal permits.

5.0 FACILITIES AVAILABILITY

- 5.1** Schools and School Groups have exclusive use of their facilities on school days from 7:00 a.m. until 5:00 p.m. Monday through Friday and take priority over other user groups outside school hours. School groups include the following (but not restricted to):
- School Council and subcommittee activities and events (dances etc.),
 - School co-instructional and extra-curricular activities (i.e., school sporting activities),
 - parent council meetings,
 - School related functions such as parent information nights,
 - Graduation ceremonies
 - Trustee forums and meetings
- 5.2** Facilities are available for community use rentals from September through June excluding Christmas, March Break, Statutory Holidays, and Professional Activity (PA Days). Facility availability during the summer months of July and August will be dependent upon maintenance and repair projects scheduled at the facilities and the availability of custodial staff. No rentals will be allowed during the two weeks before school start-up.
- 5.3** Available hours from Monday to Friday are 5:00 p.m. to 10:00 p.m., and from 7:00 a.m. to 10:00 p.m. on Saturdays and Sundays.

6.0 ADMINISTRATION OF RENTAL CONTRACTS

6.1 RENTAL APPLICATIONS

- 6.1.1** Community Groups must complete an online application to use school facilities in Ebase – our web-based Community Use of School Facilities Program (refer to the Ebase Public User Guide V1). Applications should be submitted at least 2 weeks prior to the activity.
- 6.1.2** Refer to the Community User Group Classes and Rate Schedule in Appendix A to determine what rate(s) to use.
- 6.1.3** Community Use permits will be accepted throughout the summer for the coming school year; however, approval may be delayed until Principals have an opportunity to enter internal uses in September of the upcoming school year.
- 6.1.4** Permits are valid for the current school year only. Applications must be made on a yearly basis.
- 6.1.5** Permits are cancelled when schools have been closed during the day due to inclement weather, school bus cancellations, or for any other reason beyond the control of the school board. Notice of cancellation will be provided via email as soon as possible on the morning of the cancellation.

6.2 RENTAL REQUIREMENTS

- 6.2.1** Applicants must be 21 years of age or older to obtain a permit.
- 6.2.2** Applicants must agree to abide by the Regulations and Conditions for Use of Schools (see Appendix B).
- 6.2.3** All community groups must submit proof of insurance naming the District School Board Ontario North East as the additional named insured for a minimum of \$5,000,000 (five million dollars) liability. Permit requests that involve unusual or higher-risk activities may require higher insurance.

Where there is ongoing, continuous use, the insurance will contain a clause that it will not be cancelled or changed without the Board first having received not less than 30 days written notice of such a cancellation or change.

Proof of Insurance can be scanned and emailed to communityuseofschools@dsb1.ca or mailed to the attention of Community Use of Schools Outreach Coordinator at Box 1020 Timmins, ON P4N 7H7.

Insurance can be purchased through OSBIE (see information about the Facility User Group Insurance Program) at an additional charge as indicated in the Facility User Group Rating Schedule.

6.3 CONTRACT ALTERATIONS, CANCELLATIONS, & NO SHOWS

- 6.3.1** Contract alterations should be requested as soon as possible to ensure the availability of facilities and equipment.
- 6.3.2** A permit holder may cancel a rental without cost provided that a written communication (email is acceptable) is provided or telephone call is made to the Community Use of Schools Outreach Coordinator at least five business days prior to the event. If adequate notice is not provided the rental and other incurred costs may be charged. If a rental is cancelled due to inclement weather, there will be no charges.
- 6.3.3** If a Community Group does not utilize the rented space and there was no notice of cancellation provided, the rental and other incurred costs may be charged.

7.0 INVOICING AND PAYMENT

- 7.1** Invoices will be prepared at the beginning of each month for the previous month's rentals. HST will be charged on all rentals. Invoices will be due 30 days from the invoice date.
- 7.2** Payments are to be made by cash or cheque (include details of the invoice(s) that the payment applies to) made payable to District School Board Ontario North East.

8.0 QUESTIONS AND/OR CONCERNS

- 8.1** Questions and/or concerns should be directed to the Community Use of Schools Outreach Coordinator at communityuseofschools@dsb1.ca.

9.0 ASSOCIATED DOCUMENTS

- 9.1** Ebase Public User Guide Version 1.0
- 9.2** Ebase Principal User Guide (See Docushare)
- 9.3** Ebase Custodian User Guide (See Docushare)

10.0 RECORDS RETENTION

Refer to Board Records Retention Policy 1.2.19

11.0 REVISION HISTORY

Sept 1, 2010, Initial Release; **REVISED** October 17, 2017

References

Appendix A:

COMMUNITY USE GROUP CLASSIFICATIONS AND FEE SCHEDULE

COMMUNITY USE GROUP CLASSIFICATIONS

Class A: School and Board Planned Activities

Note: This is the only community use classification covered under the DSBONE's insurance

- school council and subcommittee activities and events (i.e., school dances)
- School co-instructional and extra-curricular activities (i.e., school sporting activities),
- parent council meetings,
- School related functions such as parent information nights,
- Graduation ceremonies
- Trustee forums and meetings

Class B: Not-for-Profit Youth-Related Groups

- Activities run by local not-for-profit youth groups.
- Groups directly involved with children and youth (Scouts/Guides, YMCA, and other youth groups where the participants are under 18),
- Other not-for profit groups such as local service clubs, community health associations, senior groups, church groups (occasional use).
- Town of Englehart – a special fee schedule exists for the recreational facility at Englehart High School as it was a joint venture.
- Any municipality that the Board has a Joint Use Agreement

Class C: Not-for-profit Other Groups

- Not for profit groups providing community services free of charge and staffed strictly on a volunteer basis i.e., adult recreational use
- Church groups (regular use)
- Community winter carnivals

Class D: Commercial/Business Use

- leisure businesses (dancercise, fitness classes, dance rehearsals/recitals, karate lessons, piano lessons),
- business meetings/courses,
- driving schools,
- carnivals,
- commercial entertainment (concerts, shows, plays),
- political groups,

Class E: Day Care Centres

- Before and After School Child Care
- Full Day Care Programs

COMMUNITY USE FEE SCHEDULE

**Notes: Class A-School Groups are not subject to community use of fees
HST will be charged on all rental fees**

<u>Facilities</u>	<u>Class B, C & E</u>	<u>Class D</u>
Gymnasium-Single	No charge	\$10/hr to max of \$50/day
Gymnasium-Double	No charge	\$20/hr to max of \$100/day
Classroom, Library	No charge	\$10/hr to max of \$50/day
Cafeteria (no kitchen)	No charge	\$10/hr to max of \$50/day
Cafetorium	No charge	\$10/hr to max of \$50/day
Auditorium/TH&VS (includes use of PA System, lighting, and sound)	No charge	\$25/hr to max of \$100/day
Auditorium/IFSS	No charge	\$10/hr
Auditorium/KDHS	No charge	\$10/hr
Auditorium/KLDC	No charge	\$10/hr
Athletic Fields	No charge	No charge

Services

Custodial Service Casual	No charge	\$23.00 + tax/hr
Custodial Service Permanent	No charge	\$29.00 + tax/hr
Custodial Services Permanent (after hours)	No charge	\$43.00 + tax/hr
IT Technician (hourly rate)	\$46.00 tax/hr	\$46.00 + tax/hr
IT Technician (after hours)	\$63.00 + tax/hr	\$63.00 + tax/hr
Security Guard (THVS)	\$32.00 + tax/hr	\$32.00 + tax/hr

Note: This list is not exhaustive. Requests of usage of any facility or equipment that is not listed above will be determined at the time of the application.

Appendix B:

REGULATIONS AND CONDITIONS FOR USE OF SCHOOLS

1. The Board reserves the right to cancel any permit for the use of school space, at any time.
2. Permits are cancelled when schools have been closed during the day due to inclement weather, school bus cancellations, or for any other reason beyond the control of the school board. Notice of cancellation will be provided via email as soon as possible on the morning of the cancellation.
3. Permits are not transferrable. Assignment or subletting of the permitted premises to a third party is prohibited and is grounds for immediate permit cancellation.
4. Permit holders must have a copy of the approved permit and insurance at each event. Entranceto the school facilities may be delayed pending verification by a Board representative.
5. The applicant shall be responsible for the enforcement of the regulations listed herein both in respect to members and guests of the applicant and by members of the public attending functions conducted by the community group.
6. A Board employee, familiar with emergency and security procedures, must be onsite for all activities taking place inside the building. The employee is on duty for the care and protection of school property, not as a supervisor of an activity in progress.
7. The facility must be left in the condition it was found. This includes cleaning and removing garbage from the land and building.
8. Emergency, Safety and Security:
 - The Community Group is responsible for monitoring the door/gate for their events. Doors must not be propped open.
 - Fire code standards must be met. Seating capacity must meet the Fire Department's limit, no obstructions are too be placed in corridors or in front of fire exits, and all scenery/special effects/props etc. must meet fire code safety standards. In the event of fire, the fire alarm must be activated, and all attendees evacuated from the building.
 - The use of pyrotechnics, dry ice, smoke machines, or equipment producing similar effects requires special approval from the Board of Trustees.
 - Costs relating to improper use of fire and security alarms will be charged to the permit holder.
 - Each Community Use permit holder must have an emergency action plan in place, using the DSB Ontario North East Community Use of Schools Emergency Action Plan Protocol (Appendix C) as a guideline, and a designated event supervisor responsible for communication and coordination of pertinent actions and information required in an emergency situation.
9. The applicant will be responsible for all damage or unusual "wear and tear" to school property arising out of use under this permit. Should Board property be damaged, the group will be charged for the repair of the damage

10. No smoking will be allowed on school premises (building or property). The **Smoke- Free Ontario Act, 2017** states that smoking or holding lit tobacco, cannabis, or vaping is not allowed anywhere on District School Board Ontario North East property by anyone at any time. An individual who violates the prohibition on smoking and vaping in schools or on any school grounds may be charged and if convicted, face a maximum fine of \$1,000 (for a first offence) or \$5,000 (for any further offence). *An exception may be made to accommodate the ritual of "Smudging" as part of an Indigenous Activity, in designated areas only. Please contact communityuseofschools@dsb1.ca to make arrangements.
11. No alcoholic beverages (except by Special Permission from the Board) or illegal substances will be allowed or consumed on school premises.
12. Permits requiring alcoholic beverages on school premises for special functions must receive special permission from the Board of Trustees, obtain the necessary licenses and insurance, and provide copies to the Community Use of Schools Coordinator prior to the event. Please allow approximately 6 weeks to process these permissions.
13. If the premises are not being used properly, or because of improper conduct, the Principal or Outreach Coordinator, after endeavouring to gain the co-operation of the group, may terminate the permit arrangements.
14. Games of chance or gambling in any form are not permitted except legally licensed lotteries approved by the Board of Trustees.
15. The times for use of the facility are limited to the hours of use approved on the permit. Use beyond the approved rental period may result in additional charges.
16. The areas of use are restricted to those approved on the permit. All other parts of the building, except the associated corridors and washrooms, are out of bounds.
17. No equipment shall be moved or operated unless applied for and approved on the permit.
18. Groups using the gymnasium for athletic activities must wear proper footwear that will neither mark nor damage gymnasium floors.
19. Nuts and nut products, shellfish, and latex (balloons) are common allergens and pose a significant health risk to some of our students and community members. These items are strictly prohibited in any school space.
20. The applicant will show proof of insurance naming District School Board Ontario North East as an additional named insured for a minimum of \$5,000,000 (five million dollars) liability.
21. The applicant will protect, indemnify and save harmless the District School Board Ontario North East, its servants or agents, from all claims for damages that may arise out of the use of buildings or equipment by the applicant. The lessee will assume responsibility for damage, infringement or royalty rights, charges of slander, sedition and subversion which may occur because of public performances or speeches.

22. Users agree to notify the Principal and Outreach Coordinator of any hazardous aerosols, liquids, powders, or solids being brought into the school and to provide a copy of the MSDS sheet(s). Prior approval is required before the items are to be brought into the school.
23. Vehicles may only be parked in designated parking areas and must comply with all municipal bylaws. Parking in areas designated as fire zones is prohibited. Failure to comply will result in a fine and the vehicles will be towed. Parking is also not permitted on any playfields or greenspace. Users are responsible to ensure compliance with this.
24. Certain inflatable attractions may be used under the Community Use of Schools if they are professionally installed and properly supervised. Any inflatable device that are designed for jumping and free falls (e.g., Bounce Houses and Combo Houses) are not allowed. Also, inflatable devices where the participants are on or inside and where the equipment design obstructs sight lines, interferes with supervision, creates confined spaces (suffocation hazard) or where detachment from a tethering device could cause serious injury are also not allowed. Inflatable devices designed for jousting, boxing, wrestling, etc. must be age appropriate. All inflatable devices must be approved by the Technical Standards and Safety Authority (TSSA) and must be installed by a licensed mechanic/installer and there must be an adequate number of supervisors on each device.

Appendix C:

DSB Ontario North East Community Use of Schools Emergency Action Plan Protocol

Every Community Use of Schools permit holder must have an emergency action plan in place prior to the start date of their permit. Emergencies can occur at any time, and most often require an immediate response. For this reason, each permit holder MUST designate an Event Supervisor who will be responsible for coordinating and communicating pertinent actions and information required in an emergency response scenario. The Event Supervisor must be trained and able to implement the action plan in any emergency and must be available to do so. If the designated supervisor cannot be present, a back-up supervisor, trained in the same, must be available.

Please familiarize yourself, the Event Supervisor, and your group with the location of all emergency exits, first-aid kits, telephones, and AED (Automated External Defibrillator) locations within the school. Should a situation occur where evacuation is required, please establish an evacuation procedure, and designate an evacuation meeting point, ensuring all members of the group are aware of the location and procedure.

Please find DSB Ontario North East’s emergency response expectations below. Please use these expectations as a guideline when designing your action plan.

SCENARIO	EXPECTATION
MEDICAL EMERGENCY	If there is a medical emergency: <ul style="list-style-type: none"> • Call 911 • Know the location of the first aid kits and AED machines • Administer first aid/CPR as required • Complete incident reporting requirements as soon as possible following treatment of injured person.
FIRE	If you discover fire: Leave the area immediately. Close the doors behind you. Activate the fire alarm from the closest pull station and call 911. Begin evacuation procedures. <ul style="list-style-type: none"> • On activation of the fire alarm, mandatory evacuation is required, re-entry is not permitted until Fire Services have deemed safe to do so. • If evacuation is required, the Event Supervisor shall confirm that all individuals have evacuated the premises, and are present at the evacuation meeting point, and will report that confirmation to the custodian and/or fire services.

<p>*SHELTER IN PLACE</p>	<p>Where a physical, biological, or chemical hazard exist outside the facility:</p> <ul style="list-style-type: none"> • Close, secure and stay away from exterior doors and windows. • Take attendance to ensure all members of the group are present. • Stay in the sheltered area until you are instructed by authorised personnel that it is safe to do otherwise.
<p>*HOLD AND SECURE</p>	<p>Should there be a threat within the community:</p> <ul style="list-style-type: none"> • Close, secure and stay away from exterior doors and windows. • Take attendance to ensure all members of the group are present. • Remain within your designated area until you are instructed by authorised personnel that it is safe to do otherwise.
<p>*LOCKDOWN</p>	<p>Should there be a threat within the facility that would require a lockdown (response to a major/violent incident within the school building):</p> <ul style="list-style-type: none"> • Lock all doors and windows. If a door does not lock, find a way to secure it (door wedge, chair, desks up against it). • Move away from doors and windows, remain quiet and follow staff/police instructions. • Take attendance to ensure all members of the group are present. • Cell phones are not to be used unless communicating vital emergency information (excessive cell phone use in other violent incidents has shut down access to vital communication lines). • Individuals are to contact the office ONLY with vital information regarding the violent incident. • Disregard fire alarm system and school bells unless otherwise informed, or in immediate danger from smoke or fire. • Remain in the secure location until notified by appropriate personnel, or police, on what actions to take next.

***Shelter in Place** is used for an environmental or weather-related situation, where it is necessary to keep all occupants within the school to protect them from an external situation. Examples may include chemical spills, blackouts, explosions, or extreme weather conditions.

***Hold and Secure** is used when it is desirable to secure the school due to an ongoing situation outside and not related to the school (e.g., if a bank robbery occurs near a school but not on school property). In this situation, the school continues to function normally, with the exterior doors being locked until such time as the situation near the school is resolved.

***Lockdown** is used only when there is a major incident or threat of school violence within the school, or in relation to the school.