

**POLICY**

It is the policy of the Upper Grand District School Board to work actively to make its schools hubs of the community by making its facilities available to the public. The Community Use of Schools Program works in partnership with the Board's staff and its diverse communities to foster an ongoing relationship of interaction and intercommunity. The Community Use of Schools Program supports the educational objectives of the Upper Grand District School Board and works to protect the Upper Grand District School Board's property and its role in the community.

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**Administrative Detail**

1. It is the responsibility of the Superintendent of Finance to administer this policy.
2. It is the responsibility of the Coordinator of Community Use of Schools and the Community Use of Schools Clerk to implement this policy.
3. Community Use of Schools Applicants will apply for Board space through the application process as outlined in the Community Use of Schools Handbook.
4. This Policy operates in conjunction with all relevant Board policies, including #104 Unauthorized Visitors, #208 Smoke-Free Environment, #213 Code of Conduct, #202 Community Use Of E. L. Fox Auditorium, #300 Emergency Procedures; #206 Violence-Free Schools; #211 Accessibility Standards for Customer Service; #319 Facility Partnerships; #402 Safe Work Places and Learning Environments (Violence and Harassment in the Workplace); #417 Violence in the Workplace; #408 Anti- Harassment; #504 Equity and Inclusive Education; #507 Anaphylaxis-Life Threatening Allergies; #316 Records and Information Management; The Police/School Board Protocol: the Provincial Code of Conduct, the Municipal Freedom of Information and the Protection of Privacy Act, and any applicable Municipal By-laws, and Provincial and Federal Legislation.

**A. DEFINITIONS**

1. Community Users

Community Users include anyone who attends a Community Use of Schools event at a Board facility, including participants, referees, leaders, of the group and/or audience.

2. Community Use Event

A Community Use event is any event held at a Board facility that is applied for through the Community Use of Schools Program and for which a Community Use Permit has been issued.

3. Community Use Permit

A Community Use Permit is issued by the Board and is the authority for the use of a school for all Community Use events.

4. Applicant

The Applicant is the person who submits the Community Use Application.

5. Permit Holder

The Permit Holder is the person and/or Organization named on the Community Use Permit.

6. Permit Holder Designate

The Permit Holder Designate is the person designated by the Permit Holder to be the representative at the Community Use event, if the Permit Holder is unable to attend the Community Use event.

7. Continuous Users

A Community Use Permit Holder, whose contract extends through the school year, is referred to as a Continuous Use Permit Holder.

8. Community Use of Schools Monitors

Community Use of Schools Monitors are individuals hired and trained by the Board to oversee Community Use events. The Community Use of Schools Monitors report to the Coordinator of Community Use of Schools.

9. Board Representative

A Community Use of Schools Board Representative is a Board trained person who is in attendance during Community Use of Schools events. The Community Use of Schools Board Representative must be a custodian, contract custodian or a Community Use of Schools Monitor.

**B. PRINCIPLES**

1. School facilities are primarily for student, school and Board use, secondarily for community use.
2. The Community Use of Schools Program is a cooperative program through the mutual support of Board administration, Principals, custodians, school staff and the community at large.
3. Board staff shall follow the Community Use of Schools policy when using school space for non-school sponsored events.
4. Community Use fees are reviewed and adjusted when required.
5. Payment of fees by the Permit Holder or Designate are expected within thirty (30) days of the Permit being issued.
6. The Superintendent of Finance or Designate has the right to cancel a Community Use of Schools Permit or event at any time.

**C. RESPONSIBILITY OF COMMUNITY USERS AND THE COMMUNITY USE PERMIT HOLDER**

1. Community Users, Permit Holders and/or Permit Holder Designates are solely responsible for personal injury and/or damage, loss or theft of clothing and equipment, of anyone attending a Community Use event anywhere on Board property, including all grounds and parking lots.

2. The Permit Holder or Permit Holder Designate is liable for all damages and injuries due to their Community Use activity.
3. The Permit Holder shall reimburse the Board for all costs associated with any loss or damage to Board equipment or property upon receipt of invoice from the Board.
4. The Permit Holder, Permit Holder Designate and/or affiliated organization agrees to indemnify and save harmless the Board from any action or claim being brought against it as a result of the use of the school facilities by the Community User.
5. Community Users are not covered under the Board's liability insurance policy.
6. All Community Use Permits shall have a valid liability insurance certificate supplied with their Application.
7. The Permit Holder or Permit Holder Designate shall be responsible for the security and safety of Board facilities while they are present in the space.
8. All persons admitted to a Board facility for a Community Use event agree to abide by all policies and procedures of the Board, Provincial and Federal Statutes.
9. All Community Users must adhere to the Provincial and Board's Codes of Conduct and demonstrate respectful behaviour at all times. The Permit Holder and/or Permit Holder Designate is responsible for conduct, supervision and the preservation of order for the scheduled event.
10. Violations of the Community Use Permit or misconduct by Community Users and/or Permit Holders may result in immediate cancellation of the Community Use Permit.
11. Permit Holders or Permit Holder Designates are responsible to inform the Board of any scheduling changes.
12. Continuous Users shall inform the Community Use of Schools Clerk of any non-use of the facility (as per Section E). The Permit may be cancelled by

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the Superintendent of Finance or designate if the time of last usage exceeds two consecutive scheduled weeks.

13. There is no smoking allowed on any Board property, including grounds. Permit Holders and/or the Permit Holder Designates are responsible for enforcing the no-smoking policy of the Board and the Smoke Free Ontario Act.

#### **D. RESTRICTIONS AND LIMITATIONS**

1. Generally, Community Use of Schools is available during the week, after regular hours on regular school days and weekends unless otherwise described by the Superintendent of Finance or designate.
2. Community Use of Schools dates and times of availability are outlined in the Community Use of Schools Handbook.
3. On school days, the Community Use of Schools begins after the end of the regular school day, as described by the Principal.
4. On weekends and other Board approved Community Use non-school days, the Community Use of Schools begins at the discretion of the Superintendent of Finance or Designate.
5. Use of facilities for Board activities shall take precedence over Community Use provided that schools give written notice to the Community Use of Schools Coordinator or designate of the school's facility requirements prior to June 30<sup>th</sup> preceding the new school year. An amendment to the June 30<sup>th</sup> written notice can be submitted to the Community Use of Schools Coordinator or Designate by September 30<sup>th</sup> of the school year.
6. The Board is responsible to inform the Permit Holder or Permit Holder Designate of any scheduling changes and administer any applicable refund.
7. Board Facilities are not to be used past 10:30 p.m. All buildings and grounds must be vacated by that time. The hours of availability may be altered by the Superintendent of Finance or designate.

8. High risk activities and/or machines (e.g. fireworks or pitching machines) that may cause injury to people or may damage school property are not permitted in any school.
9. The use of any school equipment is solely at the discretion of the school Principal.
10. The number attending an activity in a school facility must not exceed the maximum occupancy for the space as described by the Fire Marshall.
11. Alcoholic beverages shall not be sold, served or consumed on any Board property.
12. Refreshments and/or food in schools, other than water, is solely at the discretion of the Principal.
13. In an effort to reduce the risk of life-threatening allergic reactions, Community Users shall avoid bringing into a school facility any product posted in a school as an allergy hazard.

**E. CANCELLATION OF A PERMIT**

1. A Permit Holder may cancel a Community Use event without cost (except for the non-refundable Administration Fee) provided that written notice (email accepted) and a phone confirmation be provided to the Community Use of Schools Clerk or designate at least three business days prior to the date of the event.
2. If a Permit Holder does not give adequate time for the Board to cancel a Community Use Permit, incurred costs (e.g. custodial overtime, rental fees, technicians and administration fees) may be charged.
3. Permits are non-transferable.
4. The Board reserves the right to revoke a Permit at any time.

**F. FEE SCHEDULE**

The Fee Schedule outlining all fees to be paid, shall be established by the Superintendent of Finance or designate and can be adjusted as needed.