



Kawartha Pine Ridge District School Board

Community Use-of-Schools – Rules and Regulations

School facilities may be used by responsible parties for the purpose of meetings, discussions, entertainment or recreation having a public, civic or educational value, subject to Board approval, that demonstrate due regard for the values and beliefs of Kawartha Pine Ridge District School Board.

In accordance with Board Policy: B-8.2 Community Use and Access to School Facilities, and accompanying regulation B-8.2.1, permit holders are responsible for the conduct and supervision of all persons admitted to school buildings and grounds, and must ensure that the following rules and regulations are observed:

GENERAL GUIDELINES

PERMIT APPLICATION	Permit applications completed online by community groups are considered signed and binding requests. If additional time is required before or after an event for set up or clean up, this time must be arranged in advance and included in the permit. We require a minimum of ten days' notice in advance of the requested date in order to process permits.
INSURANCE	All users of school facilities must provide proof of liability insurance . Where a group does not have liability insurance, insurance can be purchased through the Board when a permit request is made. Insurance premiums, once paid, are non-refundable.
ADVANCE PAYMENT	The Board reserves the right to request partial or full payment of fees prior to the date(s) of use for new user groups and for special events or private functions.
EQUIPMENT REQUESTS	Custodians can only provide access to facilities or school equipment that are listed on the permit. If permit holders wish to bring their own items into the school or have special requests, the items must be pre-approved and listed on the permit by Community Use of Schools.
ACCESS TO FACILITIES/ LOCKED DOOR POLICY	Permit holders must have a copy of the approved permit with them at each booking. Persons unable to produce the permit may have entrance to school facilities delayed or denied until permit verification is provided. School doors may be locked 15 minutes after the permit starts, unless otherwise arranged with the school. The permit holder is then responsible for receiving any late comers. Doors are not allowed to be propped open for any reason.
SUPERVISION AND CONDUCT	Groups are to restrict their activity to the space(s) rented. A Custodian or Facilities Services staff member, familiar with emergency and security procedures, must be on site for all permits. He/she is on duty for the care and protection of school property, not as a supervisor of an activity in progress. The permit holder is responsible for the conduct of their group. Should the permit holder not be onsite for the duration of the permit, the event coordinator/person in charge is responsible for the safety and conduct of the group. All permit holders and persons in charge must be 18 years of age or older . Foul language is not permitted.
PARKING	Parking is restricted to designated areas and the user group is responsible for parking control.

**Kawartha Pine Ridge District School Board
Community Use-of-Schools – Rules and Regulations**

CLASSROOM SPACES

When classrooms are being used for rentals, chalkboards, equipment, and teacher aids must not be disturbed, and the **rooms must be left in original state of order**. SmartBoards are not available for use and rental of computer labs are prohibited.

WASTE REDUCTION

Rental groups using the facilities should practice **waste reduction and use recycling bins** as provided at each school. Rental groups using school playing fields are responsible for taking their garbage with them at the end of their games and practices.

CUSTODIAN IN CHARGE

The Custodian on site is the Board’s representative and responsible for the care and protection of school property.

HEALTH AND SAFETY

ALLERGIES

Nuts, nut products, shellfish, fragrances and latex may pose a significant health risk to students and community members and are not permitted on most school properties. **Animals**, with the exception of service dogs, are not permitted on school property.

SALE OF FOOD

The sale and/or distribution of **food, beverages or other confections** must comply with Ministry Health and Fire Safety Regulations and is prohibited in any gymnasium, auditorium or general-purpose room and the halls and corridors adjacent thereto, except as specifically provided for in the permit.

FIRE REGULATIONS

Any use of an **open flame function**, other than approved cooking classes, is strictly prohibited.

All groups will comply with **fire regulations**. Any costs incurred as a result of false fire alarms will be the responsibility of the user.

The *Fire and Emergency Procedures* document should be attached to all permits.

SMOKING AND ALCOHOL

No person in possession of, or under the influence of, **intoxicating beverages, narcotics or hallucinatory drugs** shall be permitted on any school premises.

Smoking or vaping is not permitted on Board property. The use of tobacco offerings or sacred smoke (smudging) through the use of sage or sweet grass for Aboriginal ceremonial purposes will be allowed and should be noted on the permit.

WEAPONS

No fire arms or weapons of any sort are allowed on Board property.

DAMAGES

COSTS FOR DAMAGES

Permit holders are responsible for the cost of all loss or damage to the school building, equipment, and grounds, occasioned or arising from the use of said building, equipment, or grounds by any person or persons who may be therein or thereon by permission or invitation of the holders of the said permit. Community users will not be permitted to carry out essential repairs and maintenance resulting from loss or damage. The Board will not be held responsible for personal injury or damage to, or for the loss or theft of, anything belonging to the applicant or anyone attending the event.

**Kawartha Pine Ridge District School Board
Community Use-of-Schools – Rules and Regulations**

GYMNASIUM AND AUDITORIUM USE

FOOD AND BEVERAGE

Consumption of food and beverages (besides water) is prohibited in gymnasiums, auditoriums, general-purpose rooms and the halls and corridors adjacent thereto, except as specifically provided for in the permit.

ATHLETIC FOOTWEAR

Gymnasiums and multi-purpose rooms are primarily intended for athletics and appropriate footwear must be worn when used for recreational or athletic purposes. The holder of this permit will be held responsible to ensure that damage is not caused to floors by unsuitable footwear or other means. Winter footwear must be removed.

BLEACHERS

Bleachers are not to be used unless they are in the open position. At no time can members of the public set up bleachers due to **risk of injury**. They must be requested in advance as set up requires two trained staff members.

SPORTS EQUIPMENT

Requests for athletic equipment must be made in advance and recorded on the permit. Users are responsible for the replacement value of any damaged or lost equipment, at the current rate. Unless prior arrangements are made, custodians are not authorized to provide access to equipment or facilities not listed on the permit.

AUDIO/VISUAL EQUIPMENT

Use of **school lighting, sound equipment, PA system and/or score clock** may be made available at individual schools. In some cases (i.e. school auditoriums), the services of a **trained operator** for an additional fee is required. Fireworks, dry ice, fog/smoke machines and pyrotechnical devices are not permitted.

CANCELLATIONS AND NO SHOWS

SCHOOL USE

The decision of the Board shall be final in all matters pertaining to rental fees and the use of school premises. **School use takes precedence and your booking may need to be cancelled or relocated.** When required, repair and maintenance of the Board's buildings will also take priority over community use. There shall be no claim or right to damage or reimbursement on account of any loss, damage or expenses incurred by the applicant.

CANCELLATION

Notice of cancellation must be provided **at least ten days prior to the booking** or a cancellation fee will be charged. No shows will also have penalties applied. When school buses are cancelled on inclement weather days, permit holders have the option to cancel bookings without penalty with reasonable notice to the Board.

PENALTIES

Student Not-for-Profit (NFP) groups pay 50% of the weekend hourly rate for cancellations and no shows for any booking from Monday to Friday. Cancellations and no shows for Saturday and Sunday will be charged the full hourly weekend rate plus a three (3) hour minimum charge for custodian fees.

Community Not-For Profit (NFP) and Private/For Profit groups will pay the full rental amount for cancellations and no shows for any booking from Monday to Friday. Cancellations and no shows for Saturday and Sunday will be charged the full rental amount plus a three (3) hour minimum charge for custodian fees.