

GENERAL NOTES

Current fee schedules, non profit and commercial, and other information regarding Community Use of Schools may be found on the Durham District School Board website www.durham.edu.on.ca under "Parent Resources".

1. **Availability:** School buildings and equipment are primarily for the use and benefit of the students. However it is recognized that it is in the interest of citizens of the Durham Region that the fullest possible use shall be made of such facilities. Subject to such primary use for school and Board purposes, the Board will permit their use by approved organizations of citizens outside school hours.

July/August: On a limited basis school facilities may be available for sports/activity camps with the following conditions:

- availability is subject to construction, renewal, renovation projects
- availability of custodial staff
- no evening or weekend use with the exception of scheduled Church services

2. **Applications:** Application shall be made to the Community Use of Schools Department on the prescribed forms supplied by the Board, not less than 14 days before the date on which the facility is required. All questions regarding rental permits or use of schools should be directed to the Community Use of Schools office at the Education Centre, Durham District School Board, 400 Taunton Road East, L1R 2K6 Telephone: 905-666-6930. **INCOMPLETE APPLICATION FORMS WILL NOT BE PROCESSED.** All permits are processed through the Community Use of Schools Department only, NOT through the individual schools. Forward completed application forms to the Community Use of Schools department at the Education Centre. **Do not contact the individual school to book space.**

3. No permit will be granted unless signed by an individual of 18 years of age or older and will be in attendance for the duration of the rental permit. Individuals applying on behalf of an organization, must have signing authority for that organization.

Insurance:

- a) All permit holders shall carry and provide proof of liability insurance for a minimum of \$2,000,000. (or an amount determined by the Superintendent of Business) with the Durham District School Board as an additional insured. Proof of insurance is a requirement of the permit and if not received by the permit date then the event will not take place, regardless of whether a rental fee has been paid in advance.
- b) If the applicant is unable to provide liability insurance, the Community Use of Schools department will arrange the required insurance providing the applicant is approved by the insuring company and the applicant pays the full cost of the insurance.

Advertising:

- a) Board Policy does not permit solicitation or advertising of products, business or other services in the schools, or on the property of the Board without obtaining prior permission from the OPERATIONS DEPT. (905-666-6434)
- b) All application forms, flyers, brochures or other materials advertising programs or events scheduled on Board property must clearly state that the Durham District School Board is the rental agent only and is not participating in or endorsing the program or event covered by the permit for use.

6. **Damages:** The holders of a permit will be responsible to the Board for all damages to the buildings or equipment and will indemnify and save harmless the Board from any claim whatsoever by or in respect to any person or persons.

PAYMENT

1. **Permit Processing Fee:** This fee (as set from time to time by the Superintendent of Business) must accompany the application form and is non-refundable once a permit has been issued.
2. **Rental Fees:** Payment must be made a minimum of 10 working days prior to the event date OR per instructions on the permit. If the due date is missed, payment must be by certified cheque, cash or by bank card. Rental fees will be charged according to the start/stop time on the application and the facilities booked. Following the event, additional fees will be invoiced for any time that exceeds the information stated on the rental permit, additional cleaning costs not anticipated, additional technical staff or use of facilities not listed on the permit.
3. **Refunds:** Refunds are usually processed twice a year - December and June.
 - a) For use Monday-Friday: Fees will be refunded for individual cancellation dates initiated by the Board for school events or cancellation of the permit by the client prior to the stop date - unused prepaid fees will be refunded. FEES WILL NOT BE REFUNDED for individual dates cancelled by the permit holder.
 - b) For single, special event bookings Monday - Sunday or other weekend bookings, refunds will be processed at the time of cancellation. PREPAID FEES WILL BE REFUNDED with a minimum of 48 hours notification of cancellation. If no notification is received, fees will not be refunded.
4. **NSF Cheques:** A processing fee (as set from time to time by the Superintendent of Business) will be charged for all NSF cheques and repayment must be by **certified cheque, cash, money order or debit/credit card only.**

CANCELLATIONS/AMENDMENTS:

1. The Board maintains the right to cancel or alter any rental permit and will provide 10 working days notice, if possible. The permit holder has no claim to compensation from the Board for any loss, damages or expense resulting from such cancellation.
2. **INCLEMENT WEATHER, EMERGENCY OR MAINTENANCE:** Rental permits will be invalid when schools are closed due to inclement weather or due to mechanical failures.
3. Rental permits for repetitive events will be cancelled if the permit holder has not informed the Community Use of Schools office of scheduled non-use.

CONDITIONS OF USE:

1. **Smoking** is not allowed on any Board property.
2. **Games of Chance** lotteries, consumption of liquor or gambling in any form shall be not permitted on school premises.
3. **Subletting** of space by the permit holder is not permitted. **Transferring** of space by the permit holder is not permitted
4. **Animals** - In the interests of Health and Safety, animals, with the exception of a service dog, shall not be permitted in the school buildings.
5. **Overnight Sleeping occupancy** By special

permission of the Board, school buildings may occasionally be used for overnight sleeping occupancy. Permits for this use will be subject to Board regulations regarding supervision and liability insurance and approval in writing by the local FIRE DEPARTMENT IS MANDATORY.

6. **Permission to charge an admission fee** or sell refreshments or other goods may be granted by the Board but only if such permission is requested on the application.
7. **Use of school facilities** is restricted to those agreed upon and listed on the permit. The school custodian is not authorized to permit use of special school equipment or other facilities not listed on the permit unless ordered by the Board and approved on the permit form. Changes must be made by contacting the Community Use of Schools office. The permit holder will ensure that all activities adhere to prevailing by-laws and that all necessary licenses, permits, etc. are obtained. **Failure or refusal** by the permit holder/user group to adhere to the rental regulations/conditions may result in cancellation and refusal to grant any further rental permits for the use of Board facilities.
8. **Equipment:** No school equipment (phys. ed., theatrical light/sound, A/V etc.) may be used unless requested on the application and approved by the school administration. The permit holder may be required to provide all or any necessary equipment. Plans of stage setting or use of special equipment must be approved by the Superintendent of Facility Services in consultation with the Principal in advance of reservation date. Decorations will be limited to flame proof materials and must never be attached to or electric lights or outlets and in every respect conform to Fire Safety practices are recommended by the Fire Department. All exits must be kept free from all obstructions. Moving in of stage equipment or the setting of stage properties must be done outside school hours or as may be arranged with the Community Use office. All stage properties and other equipment must be removed immediately after the event or as arranged with the Community Use office prior to the performance.
9. **Vacating Property** It is the responsibility of the applicant to see that all persons admitted to the function being held have vacated the school buildings and grounds promptly at the time specified on the permit and that the time of any permit issued shall not be later than 12 midnight unless by special permission of the Board.
10. **Supervision/Security:** Children must be under the direct supervision of adults at all times. Permit holders must comply with security procedures as determined from time to time by the Superintendent of Facility Services. The permit holder will be responsible for all charges incurred by the Board as a result of improper use of fire or security alarms.
11. **Parking:** Parking is only permitted in designated area. Fire Routes and driveways should not be blocked. Failure to comply may result in ticketing and/or towing.
12. **Custodial Staff** must be onsite for all non-school permits.
13. **"Drop-in" Programs** Drop-in programs are not permitted. All participants must be preregistered.

APPENDIX "A"
INSURANCE COVERAGE

OPTION A:

The applicant will provide a certificate of liability insurance prior to the start of the event/season in the amount of not less than **\$2,000,000.00** as required by the Superintendent of Education/Business. In addition the following clause must appear on the certificate: **The DURHAM DISTRICT SCHOOL BOARD is an added insured for all activities on Board property.**

Organization

Signature of Applicant

Date

OPTION B:

Please Note:

This applies only to informal sports groups and other individuals without access to insurance coverage. Large sports clubs, businesses, special event promoters, and other registered non-profit, or political groups are expected to provide their own insurance (Option A).

The Durham District School Board will arrange liability insurance for the applicant group based on fees set out by All Sport Insurance. The amount of insurance will not be less than \$2,000,000.00 and this policy will include the DURHAM DISTRICT SCHOOL BOARD as an added insured party. The lessee must pay the insurance premium prior to the start of their permit.

Organization

Signature of Applicant

Date

The following acknowledgement and agreement must be signed by the permit holder and filed with the "Application for Permit" before the permit holder may use the school facilities.

1. The Permit Holder agrees that in consideration of granting the above-noted permit, they will ensure that members will strictly observe and comply with the rules and regulations prescribed by the Board for community use of gymnasiums, grounds, and classrooms.
2. The Permit Holder agrees that the Board shall have the right to cancel the above-noted permit in the event of the occurrence of any violation of the regulations below.

USE OF GROUNDS	USE OF GYMNASIUM	USE OF CLASSROOM SPECIAL AREAS
<ul style="list-style-type: none"> ◆ Proper footwear is to be worn for the field in use, depending on the time of year and weather. ◆ NO CARS are allowed on the fields. All parking must be in orderly fashion on the paved area of the lot. ◆ It is the responsibility of the Permit Holder to remove all garbage from the grounds at the end of the event. Any damage to the grounds is to be reported promptly to the Community Use of Schools office (phone 905-666-6930). ◆ There will be NO ACCESS to the interior of the school building unless arrangements have been made for a custodian to be on duty. 	<p>The following is <u>prohibited</u>:</p> <ul style="list-style-type: none"> ⊗ The playing of baseball. No hardballs, softballs, or bats allowed. ⊗ The playing of rugger or football. ⊗ The playing of indoor soccer except in designated schools with Board approved indoor soccer ball. Play limited to dribbling only. ⊗ The playing of lacrosse, unless a tennis or other soft ball is substituted for regulation lacrosse ball. ⊗ The playing of floor hockey or ball hockey with outdoor equipment. ⊗ The wearing of street shoes as play equipment. Only white or non-streaking soled running shoes are acceptable. ⊗ The consumption of food or beverage. ⊗ The use of school gym equipment without prior permission of the Principal or as stated on the Permit. ⊗ The attachment of signs, tape or nails, etc. to the floors or walls of the gymnasium. ⊗ The carrying on of any other activities that may cause damage to the fabric of the building or equipment located therein. 	<p>Use of: Classroom ____ Shop ____ Art Room ____ Other ____ FCS Room ____ Other ____</p> <p>The Permit Holder agrees that the participants strictly observe and comply with the safety rules and equipment regulations as outlined by the School Principal.</p> <p>Information attached to classroom bulletin boards must be respected. Notes and diagrams on blackboards must not be erased or defaced. Teacher and student desks must be respected and items (e.g. pens, books) must not be disturbed. Movement of furniture, if required, must be done by the custodian on duty.</p> <p>Posters or other material must not be fastened to the walls.</p> <p>Permit Holder acknowledges that a close working relationship with the School Principal and staff must be recognized and maintained if the use of classrooms and special areas is to be ongoing.</p> <p>Equipment in special areas, such as Business, Technical Shops, and FCS rooms, are not to be used unless special arrangements are made by the Community Use of Schools office and Principal. In addition, a weekly charge will be levied for use of equipment.</p>

Date

Name of Organization

Applicant's Signature

Signature of Person in Charge