

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	FACILITIES & GROUNDS	
Management Guideline	USE OF SCHOOL BUILDINGS AND EQUIPMENT	
Applicable Policy	USE OF SCHOOL BUILDINGS & EQUIPMENT	409

Board Approved: October 18, 2016	Reviewed: October 4, 2016	Review By: December 2021
May 18, 2010	May 17, 2010	
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1.0 **General Guidelines for External Facility and Grounds Use Community Use of Schools Program:**

- 1.1 All Board facility use must comply with the applicable Board policies which are subject to change from time to time and said changes are to be considered as part of any Facility User Agreement upon passing of the policy by Board vote.
- 1.2 Student, school and board events shall take priority over any External User Group activities.
- 1.3 Any facility use during school hours is outside the scope of the Community Use of Schools program.
- 1.4 All after-school facility use must be approved by the Board. For more information, visit www.sgdsb.on.ca Community Use of Schools Program.
- 1.5 Permit requestor will be required to carry insurance as determined by the Board, based on the nature of the activity and other factors which must be provided at time of permit application. Permit holder must match the name of the insured on liability insurance certificate.
- 1.6 Facility use request must be received at least fifteen (15) school operating days prior to the first event date listed on the permit.
- 1.7 School use by user groups as defined in section 2.0 before, during and after school hours is to be contingent upon direct permission of the Principal of that school or designate.
- 1.8 Community Use of Schools program approved permits are non-transferrable.
- 1.9 All after-hour facility use will be charged in accordance with section 3.0 . After-hour Fee Schedule.
- 1.10 The Board will not permit the use of the technical shop areas and equipment therein for other than instructional lessons in day or night school classes, or the repair and maintenance of Board owned equipment by Board maintenance staff, whenever necessary. Subject to approval by the Director or designate, use of shops shall only be permitted via a locally based college or the school itself.

Determination of which areas constitute technical shop areas lies with the Board and includes, but is not limited to woodworking, automotive, electronics, computers, broad-based technology, communications and small engines.

1.21 No storage of equipment on school site unless otherwise arranged and approved by principal.

1.22 Users must provide the following information when booking an event: event date, for example, but not limited to e.g. time of use, food requirements, extra participants, entire permit cancellation, single event cancellation, etc.

For any last minute changes to permits user group required to notify the school via email @ [redacted] or by phone at [redacted] or by text at [redacted]. E-School listing and tele [redacted]

1.23 If a user group fails to honor their booking(s) without giving prior notice, the following actions will be taken:

1st no show: will result in a notification via online permitting system to permit holder,

2nd no show: the user group will be billed for the duration of the entire booked event as outlined in Fee Schedule 3.0;

3rd no show: the user group will be billed for the duration of the entire booked event as outlined in Fee Schedule 3.0;

- 1.31 The onsite school Board representative before leaving premises and fill out required Board Injury Incident Reporting Form 1.
- 1.32 Supervisor must be able to identify themselves to on-site Board staff with valid photo identification and must inspect facilities prior to use and at end of event and bring any concerns or issues or user group critical injuries to the attention of the on-site Board staff.
- 1.33 It is the responsibility of the event supervisor to ensure that participants remain within the approved facilities on the permit and only use equipment as approved by the principal.
- 1.34 Event supervisor to ensure that group participants arrive and leave the school facilities within the start and end time listed on the permit.
- 1.35 Safety protocols, user group required to have a representative at the school entrance to control entrance of participants from their group at all times.
- 1.36 Propping of doors is not allowed.
- 1.37 User group responsible for own set-up, including tables and chairs, and proper disposal of their own garbage and recyclables from the approved area(s) of use prior to vacating the school facilities at the end of each time of use.
- 1.38 Safety protocols, user group required to have a representative at the school entrance to control entrance of participants from their group at all times.
- 1.39 Access to school water, phone, washrooms and electricity not available when only outside field/premises are booked.
- 1.40 Wearing of clean, dry and non-marking running shoes by all user group participants accessing the gymnasium(s) and hallways and other spaces for physical activities at all school facilities is required.
- 1.41 A Board custodian or staff member familiar with Board emergency and school building procedures must open and close the building, remain on site for the duration of all after-hour permits and ensure the security of the facility prior to the event.
- 1.42 Any work efforts by Board staff other than opening and closing the school, i.e. accommodate extended permit timelines, help with set-up or take-down, having to engage in significant extra cleanup to restore facility or grounds to same condition as received, etc., will be noted on the permit and billed to the user group as outlined in Fee Schedule 3.0.
- 1.43 Only qualified SGDSB personnel may adjust mechanical equipment such as, but not limited to, thermostat, fans, folding partition doors, basketball winches and bleachers.
- 1.44 Total number of admissions sold to any event must not exceed fire regulation, room occupancy, or seating capacity load.
- 1.45 Parking is allowed on school property in designated area(s) and not on fields or lawns. At no time can fire routes and driveways be blocked.

- 1.46 No alterations, application of powder, wax, tape, or any other preparations to the floors, walls, ceilings or grounds unless approved by principal of school.
- 1.47 Questions or clarifications related to best practices, regarding use of schools by user groups using space before and after school, are to be brought forward to the custodian, or staff member on site, who will bring them forward to the principal of school the next business day.
- 1.48 The Board or its designates shall submit a Community Use of Schools report(s) to the Ministry of Education as per requirements outlined by the Ministry.

2.0 External Groups

External groups are all those groups that are not directly associated with Board operations
The fee structure for the various types of external users will be as follows:

TYPE A: Elected representatives and bonafide employees of the municipalities within the District, when conducting such activity clearly identified as municipal business (eg. Municipal, Board Union/Federation business meetings). Fees charged are subject to review and limitation by the Board (see (d)).

**Permit Alteration
Fee**

- 5.3 All Joint Facility User Partnerships shall meet the following requirements:
- Health and safety of students must be protected.
 - Partnerships must be appropriate for the school setting.
 - Entities that provide competing education services such as tutoring services, JK-12 private schools or private colleges, and credit-offering entities that are not government-funded, are not eligible partners.
- 5.4 A notification list of potential partners will be maintained by the Director or designate consisting of a minimum of the applicable entities listed in Ontario Regulation 444/98. If childcare operators and government-funded agencies request it, they will be added to the notification list. Other eligible agencies may be added to the notification list by the Director or designate.
- 5.5 The notification list will be updated on an annual, or more frequent, basis. Entities on the notification list will be notified when information is updated.
- 5.6 A public meeting will be held once per year in a community of the Board to discuss potential facility partnerships and to receive information on the needs of the communities within the Board. Details on the time and location of the meeting will be posted on the Board's website at [www.2020.2020.2020.2020.2020.a](#)