



## RULES AND REGULATIONS GOVERNING THE USE OF SCHOOL FACILITIES

### 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.ddsb.ca](http://www.ddsb.ca) under "Community".

• **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 evenings, Friday or weekend use with the exception of scheduled Church services.
- applications must be submitted to Community Use of Schools department by May 31.

• **Applications:** Application shall be made to the Community Use of Schools Department through the online application found on the DDSB website, 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 Durham District School Board Education Centre, 400 Taunton Road East, L1R 2K6 Telephone: 905-666-6930. All permits are processed through the Community Use of Schools Department, not through the individual schools. **Do not contact the individual school to book space.**

• No permit will be granted unless permit holder is 18 years of age or older. The permit holder must 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:** All permit holders shall carry and provide proof of liability insurance for a minimum of \$5,000,000. (or an amount determined by the Board) 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.

- 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:** 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 Department. (905-666-6919)**

○ 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.

• **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**

• **Permit Processing Fee:** This fee (as set from time to time by the Board) is non-refundable once a permit has been confirmed.

• **NSF Fee:** A fee of \$25.00 will be applied for any NSF cheques

• **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 time or use of facilities not listed on the permit.

• **Refunds:** Refunds are usually processed twice a year - January and June.

○ For recurring 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.

○ For single, special event bookings Monday - Sunday or other weekend bookings, refunds will be processed at the time of cancellation. Prepaid Rental fees will be refunded with a minimum of 96 hours notification of cancellation. If no notification is received, fees will not be refunded.

• **NSF Cheques:** A processing fee (as set from time to time by the Board) will be charged for all NSF cheques and repayment must be by **certified cheque, cash, money order or debit/credit card only**.

## **CANCELLATIONS/AMENDMENTS:**

The Board maintains the right to cancel or alter any rental permit. The Board 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.

• **INCLEMENT WEATHER, EMERGENCY OR MAINTENANCE:** Rental permits will be cancelled when schools are closed due to inclement weather or emergency maintenance. If schools are open permits may still be cancelled based on anticipated weather conditions later in the day. In the case of inclement weather we will attempt to contact all permit holders through e-mail the day of the cancellation or, in the case of weekend permits, by the Friday prior to the booking. This information will also be available on the DDSB website.

• 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:**

• **Smoking:** Smoking/vaping of tobacco or cannabis is not allowed within 20 metres of Board property.

• **Games of Chance lotteries, consumption of liquor or gambling** in any form shall not be permitted on Board property.

- **Subletting** of space by the permit holder is not permitted. **Transferring** of space by the permit holder is not permitted.
  
- **Animals** – in the interest of Health and Safety, animals, with the exception of a service dog, shall not be permitted in the school buildings.
  
- **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.
  
- **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.
  
- **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. It is prohibited to attach signs, tape or nails, etc. to the floors or walls of the school property, carrying on of any other activities that may cause damage to the fabric of the building or equipment located therein.
  
- **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 Facilities 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 electric lights or outlets and in every respect conform to Fire Safety practices that 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 of 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.
  
- **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.
  
- **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 Facility Services Department. The permit holder will be responsible for all charges incurred by the Board as a result of improper use of fire or security alarms.
  
- **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.
  
- **Custodial Staff** must be onsite for all non-school permits.
  
- **Drop-In” Programs:** Drop-in programs are not permitted. All participants must be pre-registered.
  
- **Code of Conduct:** All organizations using school property are required to follow standards consistent with the Provincial Code of Conduct. Copies of the Ontario Code of Conduct are available at the Ministry of Education’s website at: <http://www.edu.gov.on.ca/extra/eng/ppm/128.pdf>

## • Resolution of Issues:

**General** For minor rules infractions, the Board will generally use the following process. Notwithstanding this, the Board Reserves the right to take into consideration any special or extenuating circumstances when applying this process and to respond to infractions and apply consequences in a manner as it may deem appropriate. The Board also reserves the right to cancel permit with no notice. Permit cancellation will likely occur in the event of infractions that involve threatening or inappropriately touching staff, vandalism, theft and other Criminal Code infractions.

**Process When Infraction Occurs** When an infraction occurs, the main contact for the permit will receive an email (or phone call if email is not available describing the infraction and asking for written confirmation that it will not occur again.

(b) Upon a second occurrence within a year of the first, the main contact for the permit will be asked to come in and discuss the issue. If there is a different supervisor on site for the permit, they will be expected to attend as well. The issue will be discussed in depth in an attempt to find a solution. If necessary, this meeting could happen at the permit location if this leads to clarification of the issues and/or solution.

(c) If there is a third occurrence within the year of the first, the permit will be cancelled and the group is welcome to apply for space again at a different school in the following school year.

(d) If there is a fourth occurrence within the next year, the permit will be cancelled and the group will not be able to apply for space with the DDSB until the 3<sup>rd</sup> school year from then.

(e) If the group does apply again 3 years later and there is a fifth occurrence within a year of the new permit starting, the group will be banned from renting space within the DDSB.

• **Access:** School doors will be unlocked 15 minutes prior to the start of the permit and locked 15 minutes afterwards. During this time the group must have a representative admitting participating members and ensuring no one else enters through the doors. If there are people coming after the doors are locked the representative must stay and wait to open the door as they arrive.

**Absolutely no propping of doors.** Propping of doors will lead to immediate permit cancellation. Access to the specific facilities booked is noted on the permit. Entry prior to the start time is not permitted. All members of the group must vacate the facilities being used (e.g. the gym) by the stop time. The group then has 15 minutes to leave the building. The permit holder understands and accepts the permit regulations and conditions of use as detailed on this permit. All persons attending the permit activity will comply with the Board's permit regulations and conditions of use. The permit holder also agrees to provide adequate supervision for that purpose.

The issuance of the permit does not establish a contract of rental or otherwise whatsoever between the Board and any person. The Board may at any time whatsoever and regardless of whether a fee has been paid withdraw the use of any such facility if in the opinion of the Board (in its unfettered discretion) the use to which the facility is to be or is being put, is not in the best interests of the Board or community.

## Gyms

The wearing of outdoor footwear while participating in activities within our gyms is prohibited. Only white or non-streaking rubber soled shoes are acceptable. Entering our gyms with wet or dirty footwear is also prohibited. Wet or dirty footwear must be removed prior to entering the gym.

### VOLLEYBALL

- Use of schools VOLLEYBALL POLES are included with this permit.
- Use of nets, balls and any other volleyball equipment must be approved beforehand.

### INDOOR SOCCER

- FULL-PLAY INDOOR SOCCER IS NOT ALLOWED. This permit is for practice and conditioning only.
- LEATHER BALLS ARE NOT ALLOWED. Indoor (green fuzzy, not Futsal) balls only may be used inside the gymnasium (sample of approved ball is available for viewing at the Community Use of Schools office).

### BASEBALL

- OUTDOOR SOFT/HARD BALLS OR BATS NOT ALLOWED. A sample of the type of indoor bat and ball approved for use is available for viewing at the Community Use of Schools office.

#### FLOOR (BALL) HOCKEY

- ONLY ON TILE FLOORS
- ONLY 'GORILLA' BRAND and/or PRO-DOM INDOOR FLOOR HOCKEY EQUIPMENT IS ALLOWED. Floor hockey equipment must be approved by the school custodial staff prior to use.

#### INDOOR FOOTBALL

- The playing of football indoors is not permitted. Permits are issued for conditioning only.

#### LACROSSE

- The playing of lacrosse is Prohibited unless a tennis or other soft ball is substituted for regulation lacrosse ball

#### BLEACHERS:

- Sitting on closed bleachers is prohibited.
- Pulling the bleachers out without a custodian present is prohibited.

#### REFRESHMENTS:

- No food is allowed in the gymnasium area. Water bottles are permitted in the gymnasium but it is the responsibility of the group to collect and remove them from the area prior to vacating. Snack bars/concession stands are not permitted inside or outside the gymnasium area without prior permission from the Community Use of Schools and Custodial departments.

PERMIT ACTIVITY: Permits are issued for team practice. If games/tournaments are to be scheduled, Community Use of Schools must be notified and the following information provided:

- number of teams/participants
- anticipated # of spectators
- additional supervision personnel to be scheduled for the event

### **Grounds & Fields**

NO ACCESS TO BUILDING: Grounds & Parking Permits do not include access to the school building.

#### USE OF GROUNDS:

- It is the permit holder/program supervisor's responsibility to check that the condition of the field/grounds are safe and appropriate for the permitted activity prior to use.
- Grounds are provided at no charge, however users must remove all garbage from the area. Users should be instructed to provide containers for this purpose. Note: Any additional clean up time by custodial staff after field use will be invoiced to the client.
- Participants are expected to know where the closest public washrooms are and to not use any part of the grounds for this purpose. Failure to abide by this rule may lead to permit cancellation.
- Grass is cut on a roughly 12 day schedule with a cushion of 3 days on either side. If you feel extra cuts are needed contact the CUS office to discuss the costs.

PARKING: It is the responsibility of the permit holder to ensure that parking does not block fire routes. If the Board is fined for a parking infraction during the course of the event, the charges will be invoiced to the permit holder. Do not park or drive on the playing fields. Use the designated parking area only.

### **Auditoriums/Cafeteriums**

All school equipment, where available, requires our trained staff for operation. Based on the planned complexity of your show,

several staff may be required to operate this equipment.

**FOOTWEAR:** Only non-marking rubber or cloth soled footwear is allowed on any of our wooden floors other than the auditorium stage. **ABSOLUTELY NO TAP SHOES, HIGH HEELS OR OTHER HARD SOLED FOOTWEAR IS ALLOWED.**

**NO SPARKLES OR GLITTER ALLOWED ANYWHERE IN THE SCHOOL**

**TAPE/PINS:** Only painters tape is to be used and things are not to be pinned to the curtains.

**SUPERVISION:** Children must be supervised by an adult at all times in all areas. Also, no classroom is to be left open without an adult supervisor there to monitor the children.

**REFRESHMENTS:** If you are planning to sell refreshments during the rehearsal period or recital, please make sure all food and drink is kept in the cafeteria only. **NOTE - NO FOOD/DRINK IS ALLOWED IN THE GYMNASIUM, AUDITORIUM OR CLASSROOM AREAS**

**PARKING:** It is the responsibility of the permit holder to ensure that audience parking does not block fire routes. If the Board is fined for a parking infraction during the course of the event, the charges will be invoiced to the permit holder. Do not park or drive on the playing fields. Use the designated parking area only.

## **Classrooms**

**CLASSROOM - CONDITIONS OF USE:**

- a) If this is a youth program, the children must be under the direct supervision of adults at all times. The classroom(s) must not be left unattended by adult supervisors and must be locked when not in use.
- b) School equipment is not available for use without prior approval by the Principal. Blackboard notes, posted materials on bulletin board or the contents of the teacher's desk must not be removed or disturbed.
- c) No food/drink is allowed in the classroom.
- d) Information attached to classroom bulletin boards must be respected. Notes and diagrams on blackboards must not be erased or defaced. Teacher and student desk must be respected and items (e.g pens, books) must not be disturbed. If furniture is disturbed it must be returned as found.

**FAILURE TO ABIDE BY ANY OF THESE RULES AND REGULATIONS MAY LEAD TO PERMIT CANCELLATION**