

## RAINBOW DISTRICT SCHOOL BOARD

<b>POLICY &amp; PROCEDURES MANUAL</b>		<b>P.4.10</b>
LAST UPDATE PRINTED March 8, 1999 Revised Nov. 8/99 Rev. OP Apr. 15/02 Rev. OP Nov. 22/04	BOARD MOTION: 99-R-38 Revised - Motion: 99-R187 Revised - Motion 02-CW29 Revised – Motion 04-CW38 Revised – Motion 07-R23	<b>PROPERTY</b>

### POLICY STATEMENT

#### **P.4.10 USE OF SCHOOLS BY OUTSIDE ORGANIZATIONS**

THE RAINBOW DISTRICT SCHOOL BOARD RECOGNIZES ITS RESPONSIBILITY TO THE COMMUNITY AND ENCOURAGES GROUPS IN THE COMMUNITY TO USE THE SCHOOL FACILITIES TO THEIR FULLEST EXTENT. THE PRIMARY FUNCTION OF SCHOOLS IS THE INSTRUCTION OF STUDENTS, AND COMMUNITY USE MUST NOT INTERFERE WITH THE DAILY EDUCATIONAL PROCESS, EITHER DURING OR OUTSIDE NORMAL SCHOOL HOURS.

### OPERATIONAL PROCEDURES

#### **OP.4.10 USE OF SCHOOLS BY OUTSIDE ORGANIZATIONS**

1. a) Before issuing a permit, the Principal of the school is to be contacted in order to determine if the facilities requested are available to responsible organizations or groups.  
b) Additional operating costs incurred as a result of community activities, must be met by the users who directly benefit from the activity i.e. use of schools on statutory holidays. These costs shall be charged as outlined in the Schedule of Fees.
2. Applications must be submitted in writing on the permit form, approved by the Principal, to the Assistant Manager of Plant of the Board not later than fourteen (14) days prior to the date on which the school facilities are required. The Board reserves the right to accept, deny or suspend any permit requested or granted to any group and to change rates without notice.
3. In compliance with Bill 119, *The Tobacco Control Act*, smoking is not permitted in any school board building or on any school board property.

continued...

## RAINBOW DISTRICT SCHOOL BOARD

### POLICY & PROCEDURES MANUAL

#### OP.4.10 Page 2

4. The Board does not permit alcohol on board property at any officially sponsored school event. (see P.2.02 – Alcohol)

For community events not sponsored by the board, where alcohol will be served, a copy of the liquor license must be provided to the Assistant Manager of Plant prior to the event.

5. The custodian or such other employee or officer of the Board as the Board may designate, shall be in charge of the premises at all times and his/her instructions must be followed. He/she is on duty for the care and protection of school property, and not as supervisors of an activity in progress.
6. Each organization or group using school facilities shall designate on the appropriate form a person who will be responsible at all times for the activities of the group.
7. The premises must be vacated at the time indicated on the permit.
8. No equipment shall be moved or operated unless permission is applied for and approved. All equipment or other facilities must be returned to their proper place of storage and the premises left in a state of cleanliness satisfactory to the custodian of the building and the Principal of the school. The school custodial staff is not authorized to permit the use of any facilities or equipment other than indicated on the permit or authorized by the Principal or the Board.
9. All permits will expire on June 30 of each year. Applications for the use of schools from the end of school in June to the end of the 2nd week of August will only be permitted under circumstances which are approved by the Manager of Plant. No permits will be approved for school use during the three weeks immediately prior to school opening in September without the authorization of the Director.
10. The holders of the permit shall indemnify the Board for all loss or damage to the school buildings, equipment and premises, occasioned or arising from the use of such building by any persons who may be therein or thereon by permission or invitation by the holders of the said permit.
11. The permit holder must provide the Board with proof of liability insurance prior to the event.

continued...

# RAINBOW DISTRICT SCHOOL BOARD

## POLICY & PROCEDURES MANUAL

### OP.4.10 Page 3

12. Any person, persons, group, association or corporate body using the premises of the Board or any part thereof shall be bound to observe the rules and regulations applicable to them; and should there be any breach thereon or noncompliance therewith, shall be liable for any damages incurred by the Board as a result thereof.
13. The Board reserves the right to cancel any permit for the use of school at any time.
14. The Board will co-operate with Peacetime Emergency Organizations with respect to the use of schools as reception centers during peacetime emergencies.
15. Concerts and Entertainment
  - a) The total number of admissions sold to any one performance shall not exceed the regular seating capacity of the auditorium.
  - b) All wiring, either permanent or temporary, pertaining to the stage or auditorium must be approved by the Electrical Safety Authority. Approval for wiring installations must be obtained from the Plant Department prior to the start of any work.
  - c) The moving of properties, scenery, etc., in or out of the buildings, must not take place during school hours, except by special permission of the Principal.
  - d) Equipment or scenery shall not be attached to walls, floors or ceilings in such a way that will cause damage to the surfaces.

### SCHEDULE OF FEES

1. All user fees shall be payable to Rainbow District School Board.
2. Fees for a facility vary according to the type of room used, staffing costs and building operating costs. Charges shall be those actual costs that the Board incurs as a result of the activity plus a user fee where applicable.
3. Rental Fees for F.W. Sheridan Auditorium (Sudbury Secondary School) shall be \$72.00 per hour.  
Rental Fees for the D.K. Mackellar Auditorium (Lockerby Composite School) shall be as follows:

continued...

**RAINBOW DISTRICT SCHOOL BOARD**

**POLICY & PROCEDURES MANUAL**

**OP.4.10 Page 4**

First four (4) hours use of any portion thereof	\$160.00
Each subsequent hour	\$ 60.00
Cancellation Charge Deposit	Min. \$160.00
Refundable Damage Deposit	Min. \$160.00

Cost for rental of Equipment:

Piano	Per use \$ 60.00
P.A. & Stage Lights	Per performance \$ 75.00
Use of stage for rehearsals	Per rehearsal \$75.00

Costs for other equipment will be determined upon request.

**4. USER FEE SCHEDULE FOR SCHOOL FACILITIES:**

Area	ELEMENTARY SCHOOLS		SECONDARY SCHOOLS	
	MONDAY - FRIDAY Per Use	SATURDAY & SUNDAY STATUTORY HOLIDAYS	MONDAY - FRIDAY Per Use	SATURDAY & SUNDAY STATUTORY HOLIDAYS
Classrooms	\$24.00	\$24 + Actual Operating Cost (see schedule of fees)	\$30.00	\$30 + Actual Operating Cost (see schedule of fees)
Gym / Cafeteria/ Theatre	\$30.00	\$30 + Actual Operating Cost (see schedule of fees)	\$42.00	\$42 + Actual Operating Cost (see schedule of fees)
Meeting Rooms	\$24.00	\$24 + Actual Operating Cost (see schedule of fees)	\$30.00	\$30 + Actual Operating Cost (see schedule of fees)

One use shall be defined as a continuous period of up to three hours.  
 Fees are subject to change without notice.  
 Fees are subject to applicable taxes.

continued...

# RAINBOW DISTRICT SCHOOL BOARD

## POLICY & PROCEDURES MANUAL

### OP.4.10 Page 5

#### Not-For-Profit or Charitable Organizations

There will be no rental/user fees charged to these organizations for the use of schools unless there is a requirement for special arrangements for staffing or equipment.

Not-for-profit organizations are entities, normally without transferable ownership interests, organized and operated exclusively for social, educational, professional, religious, health, charitable or any other not-for-profit purpose. A not-for-profit organization's members, contributors and other resource providers do not, in such capacity, receive any financial return directly from the organization.

A charitable organization is an organization established and operated for charitable purposes that devotes its resources to charitable activities. The organization must be registered with Revenue Canada as a charity, under the *Income Tax Act*. Under the *Ontario Charities Accounting Act*, all charities operating in Ontario must be registered with the Public Trustees Office to be recognized as incorporated charity.

The organization must meet the above criteria of a not-for-profit or charitable organization in order to be exempt from costs.

#### Joint Use

The Board recognizes the "Joint Use Agreements" (reciprocal agreements) with the municipalities and townships.

The uses under these agreements are at "no charge" unless there is a requirement for special arrangements for staffing or equipment.

#### Partnerships

The Board recognizes that from time to time various groups or individuals contribute time and or/services to the school and the school may reciprocate by offering the use of the school facilities at "no charge". The Assistant Manager of Plant must approve all of these arrangements upon recommendation from the Principal.

#### Other Users

All other users will be charged a fee as per the schedule of fees.