



ADMINISTRATIVE PROCEDURE STUDENTS, PARENTS AND COMMUNITY	
Effective:	November 11, 2015
Last Revised:	September 27, 2018

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COMMUNITY USE OF SCHOOLS

1. PURPOSE

The Rainbow District School Board welcomes community use of schools by outside organizations before/after school hours, during the evening and on weekends. When we open schools for community use, we develop schools as the hub of the community and enhance quality of life for children, youth, families and older adults.

2. DEFINITIONS

Community user: a volunteer person, charitable or not-for-profit organization, club or community service provider who use a school to provide programs, services or activities before or after school, during the evenings and on weekends, through an on-line permit application system.

Priority Schools: Ministry designated schools that provides for not-for-profit groups to come in and offer programs and activities, which are of benefit to the immediate neighbourhood, on non-academic days.

3. APPLICATION

CRITERIA FOR ACCESS TO SCHOOLS BY COMMUNITY USERS AND PARTNERS

For the benefit of the community, allocation of space will be prioritized based on fair and equitable access across all schools as follows:

- a) School Activities
- b) Before and After School Activities
- c) Outreach Programs benefiting the immediate community
- d) Child/Youth After School Programs
- e) Teen Programs/Activities
- f) Programs/Activities for Adults/Older Adults
- g) Not-for-Profit groups/charitable organizations will be given access before For-Profit groups

School or Board activities will be given priority. Existing/new users will be offered other schools.

CRITERIA FOR QUALIFYING FOR REDUCED FEES

Not-For-Profit or Charitable Organizations

Effective January 4, 2016, all community users must pay a non-refundable \$25 application fee, except for community organizations approved by the Community Outreach Coordinator (see [Application Fees](#)). There will be no other user fees charged to not-for-profit or charitable organizations for the use of schools unless there is a requirement for special staffing or equipment.

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

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 Canada Revenue Agency 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 an incorporated charity.

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 or unless identified in the Agreement.

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 at "no charge". The Manager of Facilities must approve all of these arrangements upon recommendation from the Principal.

Other Community Users

All other community users will be charged a fee according to the Schedule of Fees.

PERMIT APPLICATION PROCESS

Community users must apply for use of a school through an on-line permit application system. Permits will be approved based on the availability of space and staff.

The Board reserves the right to revoke or cancel any permit at any time without claim or right to damages by the community users. The date of the permit may be changed by the Board should the school space be required for Board purposes. The Board reserves the right to change user fees without notice.

The Board will co-operate with Peacetime Emergency Organizations with respect to the use of schools as reception centers during peacetime emergencies.

1. In order to acquire a permit to use a school, the community user must apply to become a user and then complete a community use of schools application online at: communityuse.rainbowschools.ca
2. Community users without Internet access may call the Facilities Department at (705) 674-3171 ext. 7259 for assistance in reserving school space through the on-line permit application system. Verbal reservations and guarantees of availability cannot be made.
3. Applications must be submitted no later than seven (7) business days prior to the date on which the school is required. All documentation, including insurance certificate (purchased or supplied) and community group category form, must be submitted five (5) business days in advance of the date on which the school is required. The application must be approved by the Facilities Supervisor or the Community Outreach Coordinator and the Principal of the school or designate.
4. Effective January 4, 2016, payment will be by Visa or Mastercard only. If the permit involves additional charges, (Failure to report fee or damages), the credit card may be used to recover these costs.
5. Each group must abide by the terms and conditions of school use as outlined in the permit application process.

LIABILITY

1. The community users shall indemnify the Board for all loss or damage to schools, equipment and premises, occasioned or arising from the use of such schools, equipment and premises by any persons who may be therein or thereon by permission or invitation by the holders of the said permit.
2. The community user must provide the Board with proof of liability insurance prior to the event. Community users require a minimum of \$2 million in liability insurance naming Rainbow District School Board as additional insured.
3. Community users can purchase third party liability insurance through Ontario School Boards' Insurance Exchange (OSBIE) as prompted during the on-line permit application process. OSBIE does not insure the following activities: martial arts, kickboxing, boxing, skate boarding, BMX biking, rugby, contact football, archery, fencing, trampoline, inflatable bouncy castles/slip and slides and gymnastics.
4. Any community users with permits at multiple schools, going through OSBIE, must purchase separate insurance coverage per school.
5. Any community user using a school shall be bound to observe the rules and regulations applicable to them and shall be liable for any damages incurred by the Board as a result of any breach or non-compliance of the permit conditions.

6. Community users are responsible to cover the cost of any false alarms caused by the group.
7. Community use insurance is applicable for the activity specified on the permit only. A new permit is required for any change in activity. Failure of the community user to notify of a change in activity may result in the user losing booking privileges.

SAFE SCHOOLS CONTROLLED ACCESS

1. The custodian or other staff of the Board shall be in charge of the premises at all times and his/her instructions must be followed. He/she is responsible for the care and protection of the school, and not as supervisors of an activity in progress.
2. Unsupervised access points into the school will be locked at all times including the timeframe a permit is active in the after school hours. Failure to respect the safety of all may result in the cancellation of the permit and the user losing booking privileges.
3. Each community user shall designate a person who will be responsible for the activities outlined in the permit. The school's Facilities staff will meet the designated person 15 minutes prior to the permit start for entry to the building. Once the activity has begun, the designate is then responsible to ensure a participant is available at the door to ensure the safe entry of those participating in the activity.
4. The premises must be vacated at the time indicated on the permit and no later than 10:00pm. Exceptions may be made for designated Priority Schools.

FIRE SAFETY

Community users must comply with all Fire Code regulations.

SMOKING

In compliance with Bill 119, *The Tobacco Control Act*, smoking is not permitted in any school building or on any School Board property.

ALCOHOL

1. The Board does not permit alcohol on board property at any officially sponsored school event.
2. For community events not sponsored by the Board, where alcohol will be served, the community user will provide the Board with a copy of the Liquor License from the Liquor Control Board of Ontario (LCBO) and a Party Alcohol Liability (PAL) insurance certificate. Servers of alcoholic beverages must be trained to know the responsibilities and obligations under Smart Serve Ontario recognized by the Alcohol and Gaming Commission of Ontario as the Official Responsible Server Training Program in the Province of Ontario.

SPECIAL EVENT ACTIVITIES

1. The total number of admissions to any one event shall not exceed the regular capacity of the space being used as posted by the Fire Protection Officer's Office.
2. 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 Facilities Department prior to the start of any work.
3. The moving of equipment, scenery, etc., in or out of schools, must not take place during school hours, except by special permission of the Principal.
4. Equipment or scenery shall not be attached to walls, floors or ceilings in such a way that will cause damage.

ANIMALS

The Board does not permit animals in schools other than a designated service animal accompanying a person in need or for therapeutic training.

FOOD IN SCHOOLS

1. Schools cannot be booked for banquets or dinners. Special requests for community benefits may be considered by the Principal and must be specified on the permit application.
2. Light snacks and beverages may be served in designated areas and must be specified on the permit application.
3. Community users are required to abide by the Board's Nut-controlled Schools. Allergies pose significant health risks. Community users have an obligation to contact Principals to ensure they are not posing any risks related to allergies.

FOOD PREPARATION IN SCHOOLS

1. Use of equipment for preparing and serving food must occur in designated kitchen areas where the electrical circuits are designed to standards and building codes.
2. The operation of small appliances such as coffee pots, slow cookers, etc. is not permitted outside of the designated kitchen areas. In all instances, community users are required to abide by Safe Food Handling Practices.

EQUIPMENT

1. Community users do not have access to the school's gym equipment room. Users are responsible to provide their own equipment.
2. Larger equipment such as basketball nets, volleyball standards, poles, nets and mats, may be accessible for use pending approval of the Principal. If approved, the cost of damage to equipment or loss of equipment will be borne by the community user.

Facilities staff is not authorized to permit the use of any facilities or equipment other than indicated on the permit.

RESTRICTIONS ON USE OF SCHOOLS

Permitted activities in schools are at the board's discretion.

1. Permits will not be issued on statutory holiday weekends, school holidays and professional activity days; except for Primary Service Child Care, Community Outreach programs operating in schools and eligible Priority School activities.
2. Permits will be cancelled when schools are closed due to inclement weather. Notification of school closures will be sent to community users via the on-line permit application system. This will not apply to service providers for childcare, child and family service centres and community outreach programs operating in schools.
3. Permits may be cancelled if space is required for official election polling stations.
4. The Board reserves the right to cancel any permit at any time. Efforts will be made to find an alternate space for the displaced group.
5. All permits will expire on June 30th of each year.

Applications for the use of schools from the end of school in June to the end of the second week of September will only be permitted under limited and specific circumstances approved by the Manager of Facilities. In such cases, community users may be charged full user fees even if they are not-for-profit.

6. A) Permits will not be issued for the following activities:
 - Overnight stays
 - Private parties
 - Religious services
 - Pyrotechnics
 - Mixed Martial Arts, Kickboxing, Boxing
 - Skateboarding, BMX Biking
 - Roller Derby
 - Kangoo Boots
 - Bouncy castles
 - Other activities at the Board's discretion
- B) Floor hockey/ball hockey will only be permitted under the following conditions:
 - A \$500 refundable damage deposit is to be paid once the permit is approved and will be returned at the finish of the bookings, if no damage is reported.
 - The user group must use school plastic floor hockey sticks and provide their own safety goggles.
 - The gym floor must be left scuff free.
 - Any damage to the floor, building or equipment will be the responsibility of the user group.

- The Board has the right to cancel the permit at any time should the above conditions not be followed.
7. School fields use will be permitted from the Victoria Day weekend in May until Thanksgiving weekend in October, with the exception of Child Care and Hub/ Outreach Services operating in schools, daily as required.
 8. The Superintendent of Business has the authority to suspend an organization from using schools for any of the following reasons:
 - a) Failure to abide by the terms and conditions respecting the use of schools.
 - b) Unethical practices or the violation of Board policies and procedures.
 - c) For-profit groups who claim to be not-for-profit groups.

EMERGENCY USE

The Board will co-operate with Emergency Services and allow the use of schools as reception centres during emergencies.

CANCELLATION REFUNDS

1. Notification of cancellation must be received by the Facilities Department at least three (3) business days prior to the date of use of the school or refunds will not be issued to community users who choose not to use the school.
2. Insurance costs will not be reimbursed to a user who cancels part way through the period of scheduled use.

APPLICATION FEES

Effective January 4, 2016, all community users must pay a non-refundable \$25 application fee for each permit issued, except for community organizations approved by the Community Outreach Coordinator.

FAILURE TO REPORT FEE

Effective January 4, 2016, \$100 will be charged to all community users who book schools on weekends but fail to report, or who fail to give three (3) business days' notice for cancellation of their scheduled event.

SCHEDULE OF FEES

1. Fees for a school 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.
2. Fees are subject to change without notice.
3. Fees are subject to applicable taxes.

Application Fee \$25		
Area	Monday - Friday	Saturday & Sunday Statutory Holidays
Single Gym / Cafeteria	\$30/hour	\$30/hour + Actual Operating Cost
Double Gym	\$50/hour	\$50/hour + Actual Operating Cost
Meeting Rooms	\$30/hour	\$30/hour + Actual Operating Cost

User Fees for F.W. Sheridan Auditorium (Sudbury Secondary School)
 \$550.00 per evening performance (minimum 3 hours), \$185.00 per each
 additional hour
 Technician fee: \$50 per hour

Cost for rental of equipment at F.W. Sheridan Auditorium
 Piano - Per use \$ 60.00 + \$5.00 Piano Tuning Fee
 Public address system & Stage Lights - \$50.00 per hour
 Costs for other equipment will be determined upon request

User Fees for the D.K. Mackellar Auditorium (Lockerby Composite School)
 \$400.00 per evening performance (minimum 3 hours), \$100.00 per each
 additional hour