

RULES GOVERNING THE USE OF SCHOOLS/FACILITIES

Below are detailed rules governing the use of all school facilities by community groups. Compliance with these rules will be monitored by Board personnel. **FAILURE TO COMPLY WITH ANY OF THE RULES WILL RESULT IN IMMEDIATE CANCELLATION OF THE PERMIT BY THE LONDON DISTRICT CATHOLIC SCHOOL BOARD.**

1. RESERVATIONS

1.1. Schools shall have first claim to the use of their respective buildings at all times and any agreement made with an outside organization will be contingent on the needs of the programs of the various schools. Community use agreements may be terminated or altered at any time.

1.2. All use of schools by outside groups shall be automatically cancelled when schools are closed due to inclement weather, statutory holidays, strikes or any other cause beyond the control of the Board.

1.3. PLEASE NOTE: Not all schools are equipped with air conditioning throughout the school and due to scheduled maintenance in the schools during summer months, air conditioning may not be available for summer programs.

1.4. Community groups are responsible for making their own reservations. In the interests of promoting fairness and equitable use of facilities, locations will not be held year after year for the same group simply because they used them in the past. It is not the responsibility of community use staff to preemptively create permits for groups.

2. USE OF FACILITY AND APPLICABLE CHARGES

2.1. ADEQUATE ADULT SUPERVISION (Adult is 21 years of age or older) must accompany all rental groups. This supervisor must be with the group at all times during the rental time period. It is the responsibility of the supervisor to ensure the participants remain within the designated rental area, that no damage to the building and grounds occurs and all group participants leave the school on or before the ending time of the rental permit. Board personnel will monitor all groups to ensure adequate supervision is maintained. When groups are renting multiple facility space, there must be a supervisor in charge of each area; i.e. when many classrooms are used, there must be a supervisor for each classroom. Youth group members must not enter the school before the supervisor arrives.

2.2. Due to our safe schools policy, our schools will remain locked during the evening. (We wish to keep all participants and staff safe from unpermitted individuals entering the building). The rental group will designate a coach, manager or volunteer who will be required to be present at the entrance door during rental hours to open the door for all participants and their family. Propping of doors is not permitted due to safety regulations. The custodial staff are cleaning the facility and not available to continually open the door for participants. A custodial staff member will be on hand to open the door 5 minutes before the permit time.

2.3. Rental Charges on this Agreement do not include the use of school equipment other than volleyball standards and basketball nets. Sporting equipment such as volleyball nets, balls, floor mats, scoreboard,

etc. are not included as part of the Rental Agreement. Sound and audio visual equipment are not included as part of the Rental Agreement. These items may be arranged directly with the school and it is the discretion of the school if they can be utilized. Any damages as a result of this use must be paid by the rental group.

2.4. The use of the building or grounds must be confined to the hours specified by the applicant. Any damage, problems during the event, extended time and additional hours for set-up/clean-up will be noted in this report. Any additional costs will be assessed to the Permit Holder NOTE: Overtime charges are subject to change without notice. **The facility must be left in the same condition the group received it for use.**

2.5. Certain minimum custodial coverage is required to ensure the school is clean and ready for use by the school the next day. All coverage and costs are outlined in the 'custodial fees' section.

2.6. The Board will seek full restitution for any damage done to its buildings or grounds by the rental group.

2.7. Permit and custodial fees shall be paid directly to the London District Catholic School Board. Cheques are made payable to the LONDON DISTRICT CATHOLIC SCHOOL BOARD. Permits will be held until payment is received. Fees for short-term permits (one month or less) shall be paid in full. Fees for long-term permits (more than one month) can be paid in advance with equal monthly installments beginning the 1st of every month. Once payment is received, the permit will be released to the organization. Any bank charges will be the responsibility of the group.

2.8. In default of payment or non-compliance with any conditions for use of facilities, as specified above, the accommodation will not be available.

2.9. Groups who cancel a permit must inform the Community Use office in writing, seven days before the event. There will be a cancellation fee of \$25 if notice is less than seven days. The cancellation fee will be deducted from the amount of the refund. Organizations who alter the permit will be granted one free alteration to the permit. There will be a \$10 processing fee for each subsequent alteration.

2.10. Users of all Board facilities should be aware that there may be asbestos in the school you are utilizing. You have an opportunity to review the reports by calling the school during regular hours and making an appointment to view them.

2.11. No mixed martial arts programs in the schools which require cage events.

2.12. Rubber-soled, non-marking shoes must be worn at all times in the gymnasium or auditorium for all sports activities.

3. LIABILITY AND INSURANCE

The rental organization agrees to the following:

3.1. To assume full responsibility for the acts and conduct of all persons admitted to the premises.

3.2. To release the Board from any and all liability to any person for any loss, damage, or injury to any

persons or property incurred in or upon the premises.

3.3. To supply and provide proof of insurance. **Organizations shall request a Certificate of Insurance from their insurance broker for General Liability Insurance in the amount of \$5 million, naming the "London District School Board" as an additional insured on the policy.**

3.4. During the use and occupation of the premises, the Permit Holder shall indemnify and save harmless the London District Catholic School Board from and against any and all liability whatsoever resulting from injury or damage to person, persons or property as a result of the use and occupation of the premises.

3.5. To supply and provide proof of a Liquor License and names of SIP certified staff, if the serving of alcoholic beverages is approved by the Director of Education.

4. FACILITY RULES

4.1. The Caretaker of the building will normally be on duty during the hours of possession by the group or a designate may be appointed by the Principal.

4.2. Permits are not transferable.

4.3. Arrangement must be made through the school/administrative facility for use of any equipment, such as tables/chairs, at least five days prior to occupancy.

4.4. **No food or drink is to be served or consumed in the auditoriums and gymnasiums.** Alcoholic beverages will not be permitted in buildings or on the grounds without prior approval of the Director of Education.

4.5. There must be **NO SMOKING** in any part of the school/administrative facility or on school/administrative property as such is law according to Bill 119, subsection 9 and also the Insurance Schedule of the Board.

4.6. All tables, chairs, dishes and other equipment brought into the facility by the rental group shall be removed promptly after the permit activity.

4.7. Vehicle parking is permitted only in designated parking areas. **NO PARKING IS ALLOWED IN THE FIRE LANES. THIS IS FOR EMERGENCY VEHICLES ONLY. YOU MAY BE FINED IF YOU ARE IN THIS AREA**

5. FIRE PREVENTION

5.1. All scenery, special effects, props, etc. must be approved by the Principal at least 24 hours prior to presentation or dress rehearsal. **Use of pyrotechnics, smoke machines and dry ice is strictly forbidden.**

5.2. The seating capacity in the auditorium, gymnasium, and cafeteria must not exceed the Fire Department's limit indicated on the capacity listings posted in these facilities.

5.3. In compliance with Fire Regulation, immediately on the sounding of the fire alarm, the house lights will be turned on and the audience will be required to leave by the nearest exit. Only when the fire is brought under control or it is determined that it is a false alarm by the Fire Department, will the audience be allowed to reenter the auditorium.

6. FIRE AND SAFETY

6.1. All persons supervising the event must be aware of the location of floor plan and must note all emergency exits. If fire alarm sounds, ensure group leaves by these exits and does not return until notified by staff it is safe to do so.

6.2. The group renting the school must ensure a designated supervisor of the event has a mobile phone to contact emergency services if required. School phone will not be available to groups.

6.3. Contact number for all other emergencies after regular school hours: On-Call Supervisor **519-663-2088x43911**

6.4. Each organization must bring with them a first aid kit which is equipped according to Ministry of Labor's first aid program under regulation 1101. There must be a person from community use of schools program who is currently certified in first aid on site during permitted hours.

6.5. If an injury occurs while in the premises, please complete an incident report which can be obtained from the custodial staff. Please make them aware of the issue, fill out a report and let community use staff know of incident through email: Smacpherson@LDCSB.ca

7. FOOD AND BEVERAGES

7.1. PLEASE NOTE: New school policies regarding healthy foods for students are in effect September 1, 2011. The policy is in place to encourage youth to choose healthy options when selecting food and beverages. Our school board encourages all community use participants to consider healthy choices in any food brought onto a school site.

7.2. All food transported to the school must be transferred and served in a manner which meets current Public Health organization standards for food preparation and handling.

8. EQUIPMENT RENTAL ON SCHOOL PROPERTY

8.1. PLEASE NOTE: Any equipment which you wish to bring onto school property for your rental must have the agreement of the Community Use of Schools Supervisor first before it is allowed onto the school grounds. Any use of inflatable devices are strongly discouraged from our school sites