



# Rainy River District School Board

## Community Use of Schools

### Frequently Asked Questions

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#### **What times can community user groups request school facilities?**

Generally during the school year, elementary schools are available for use 4:00 p.m. – 10 p.m., secondary schools are available for use 6:00 p.m. – 10 p.m. Summer use varies due to maintenance and cleaning schedules. Some exceptions apply.

#### **What information do I require to fill in a permit?**

All permits require a group leader (applicant) that is on site for all scheduled use and is responsible for the group members.

If you have insurance coverage through your organization, please fax a copy of your policy to 807-274-1950. If you require insurance please contact Community Outreach Officer.

#### **What happens if we do not have internet access?**

Contact the Community Use Office for a paper copy that can be sent by fax or mailed in to the Education Centre, 522 Second St. E., Fort Frances, ON, P9A 1N4.

#### **How do I purchase insurance?**

You can purchase third party insurance through the Ontario School Board Insurance Exchange (OSBIE) by contacting the Coordinator at 807-274-9855 ext 4989. Fees vary depending on the activity specified on your permit.



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#### **What are the fees for use?**

Fees are charged according to the 6.10 Community Use of Schools Policy, based on your group classification as determined by the Principal/Coordinator. The Ministry of Education has provided a Community Use of Schools Grant that reduces or eliminates fees for non-profit organizations and/or community based programs.

#### **What if our group wants to use school equipment?**

Equipment is generally the responsibility of the user or group. However, use of school equipment if requested on the permit is by approval of the Principal only.

#### **How will I know if my permit is approved?**

If you provided an email address, you will be sent an automated message from School Dude, our booking software, following approval of the permit. If you haven't provided an email address you will receive a call from the Coordinator informing you of approval and any details.

#### **If I have questions about my permit, what should I do?**

Please contact the Coordinator, Heather Latter, (807) 274-9855 ext. 4989 with any questions. **Do not contact the school.**

#### **How do I check if a school is already booked?**

There is a calendar available on our website, [www.rrdsb.com](http://www.rrdsb.com) under Community Use of Schools. You can filter it by school, group or date.

#### **What kind of support is provided by the school for users?**

A custodian will open and lock the school and/or rooms requested on permit. Any physical arrangement, such as chair and/or table design, can be arranged by the custodian(s) if stated on the permit. All issues with the facility should be immediately reported to the custodian.