

<i>Rainy River District School Board</i>	SECTION 6 <i>Facilities</i>
COMMUNITY USE OF SCHOOL FACILITIES AND GROUNDS	6.10
PROCEDURE	

PURPOSE

This procedure outlines the process involved in supporting community use of Rainy River District School Board facilities and grounds.

RATIONALE

The Rainy River District School Board values community partnerships and believes that the use of its school facilities and grounds by community groups will promote the school as being a vital part of the community.

GUIDELINES

1.0 General Guidelines

1.1 Please note the following expectations for all community use groups/persons:

- Activities must be confined to the facilities or grounds allotted to the organization.
- Keys or access codes shall not be provided to permit holders.
- Wireless Internet access will not be provided for community use.
- Alcoholic beverages and smoking are prohibited.
- Games of chance, lotteries or gambling in any form are prohibited.
- All exits must be free of obstructions.
- Use of school equipment not stated on permit is forbidden.
- Reconstruction and/or permanent painting of existing stage or building fixtures is prohibited.
- Proper footwear is to be used by all persons using a gymnasium.
- Propane barbeques are not allowed for Community Use events.
- High-risk activities as determined by Rainy River District School Board, will not be permitted on school property, such as and not limited to: discharge or use of weapons, activities involving use of School Board-owned equipment by unqualified individuals, activities involving unauthorized fireworks or other pyrotechnical devices.
- Animals, with the exception of service animals, are not permitted on school property.
- Nuts, nut products, shellfish, fragrances, and latex may pose a significant health risk to students and community members. Please avoid bringing these materials into School Board facilities.
- Open flames, including but not limited to incense, candles, lanterns, open flame burners, lighted candles and open flames of any kind pose a serious threat to School Board facilities and are therefore prohibited in all facilities.

- Materials and equipment belonging to the user groups will not be stored at the school. Exceptions will only be considered annually, if requested in writing, at the discretion of the Principal if there is sufficient space to store the user groups' equipment. Any damage or loss to the equipment will not be the responsibility of the school of the School Board.

2.0 Scheduling and fees

- 2.1 Student activities in Board facilities are our priority.
- 2.2 In the event of conflict between an approved school activity and a community use event, the school activity shall have precedence. The community use group/person will be given sufficient notice of cancellation or an alternate facility option. Any fees paid by the community use group/person will be reimbursed if an alternate facility is not feasible.
- 2.3 Facility partnership events and activities take priority over other community use groups.
- 2.4 All organized outdoor events must be booked through the Community Use of School Facilities and Grounds office for use after school hours, or on weekends when the area is not being used for school purposes. The frequency of activities may be limited in order to protect grassed areas.
- 2.5 School facilities are available from 8:00 a.m. until 10 p.m., subject to custodian availability.
- 2.6 School facilities and grounds are not available for community use during school breaks (including but not limited to Christmas Holidays, March Break, Easter Monday, summer holidays) and statutory holidays. Exceptions may be granted by special arrangement for March Break and summer, provided that custodial support is available and that the use does not interfere with the maintenance or cleaning schedule.
- 2.7 Permits may be cancelled if space is required for official election polling stations.
- 2.8 All school permits by external groups will be cancelled when school buses are cancelled due to inclement weather or the schools are closed due to any other causes beyond the control of the Board. The rental office will electronically notify the contact person for the affected groups.
- 2.9 Priority for community use of school facilities and grounds may be granted as outlined below. The rates for each group are identified in Appendix C.

User Group		Rates
Group A	All events held by the school and Board, such as extra-curricular activities, Open Houses, school council meetings, etc.	No Fee

Group B	Not-for-profit youth-related groups, for example, Boy Scouts, Girl Guides, church youth groups, and youth sport and recreation organizations (including those that are members or affiliates of provincial sports or accredited organizations), with or without charitable organization status.	Subsidized
Group C	Not-for-profit adult groups and functions organized by individuals/organizations who may have an admission charge, a participation cost or fee, for example, local service clubs, community health associations, senior groups.	Subsidized
Group D	For profit, for example, functions organized by industry/businesses for profit-making purposes, (e.g., public concerts, trade shows, dance schools, for profit youth activities).	Full Fees

2.10 Community groups that are:

- Categorized in Schedule 1 as Group B-C, have no charitable status, and are charging a participation fee, may be required to complete a Proof of Non-Profit (Form A) in order to receive subsidy.
- Categorized in Schedule 1 as Group D may submit a fee waiver application (Form B), which will be reviewed and considered for approval.

2.11 Not-For-Profit groups may be eligible for fully subsidized fees through the Ontario Ministry of Education’s Priority Schools Initiative.

2.12 Next School Year Permits are processed as follows:

- First priority to Facility Partnership groups.
- Second priority to returning user groups categorized in Group B.
- Third priority to returning user groups categorized in Group C.
- Fourth priority to new user groups categorized in Groups B-C.
- Fifth priority to groups categorized in Group D.

The Returning User Group application period will run from the 11th school day in May to the 11th school day in June. New user group permits categorized in Groups B-C and groups categorized in Group D will be accepted beginning the 12th school day in June.

Please note: If two or more groups within the same classification request the same dates and venue, permits will be approved on a first come, first served basis.

Priority	Groups	Accepted
1.	Facility Partnership groups	First 10 school days in May
2.	Returning user groups categorized in Group B	11 th school day in May to 11 th school day in June
3.	Returning user groups categorized in Group C	11 th school day in May to 11 th school day in June
4.	New user groups categorized in Groups B-C	12 th school day in June
5.	Groups categorized in Group D	12 th school day in June

2.13 In the event fee subsidy for Community Use of Schools is discontinued, written notice will be provided to user groups at least five school days before fees would be applied.

2.14 Community partner organizations interested in sharing regular daily or weekly use of School Board facilities are encouraged to contact the Community Outreach Officer for information on multi-use or Facility Partnership Agreements.

3.0 Responsibilities of Community Use Groups/Persons

3.1 The community use group/person will be responsible for:

- a) Completing and signing a *Permit for Use of School Facilities and Grounds* form, submitting this completed form to the Community Outreach Officer at least fourteen (14) days prior to use. It is understood by signing or electronically submitting the permit that the community use group/person has read and understands the Procedure and Policy 6.10, and has read and accepts the Terms and Conditions of the permit.
- b) Notifying the Community Outreach Officer of cancellations at least 48 hours prior to the booking date or full rental fee may be charged.
- c) Providing proof of appropriate insurance coverage, or purchasing appropriate insurance as facilitated by the Community Outreach Officer.
- d) Submitting payment for rental, including damage deposit and insurance, if applicable, to the Community Outreach Officer three days prior to the event. Failure to submit payment on time may result in the booking being cancelled.
- e) Ensuring that repeat user groups notify the Community Outreach Officer to pre-book in June for the next school year.

- 3.2 The community use group/person shall identify an event designate. This person shall be present at the event and be responsible for the following:
- a) Supervising all persons admitted to the school buildings and/or property (including equipment) and ensuring that all regulations are strictly observed including remaining within designated areas of the facility.
 - b) Contacting the proper authorities if an emergency occurs.
 - c) Reviewing the school fire safety plan as provided by the Community Outreach Officer.
 - d) Ensuring that all persons admitted to the function have vacated the School Board facility and/or grounds promptly at the time specified on the permit.
 - e) Covering all damages and/or losses arising from the use of school property and agreeing to reimburse the School Board for any costs incurred by the School Board as a result of such damages and/or losses.
 - f) Providing general clean-up of the designated facility areas or grounds used following the community group's event or activity.
 - g) Ensuring that all persons using the facilities respect the expectations outlined in 1.6 of this procedure.
- 3.3 Failure to accept responsibility of regulations and terms of the agreement outlined above may result in termination of permit for community use of schools.

4.0 Responsibility of the School

- 4.1 The Principal or designate is to provide the Community Outreach Officer with the dates and times of school events, such as athletic practices and tournaments, school meetings or functions (e.g., Open House, Parent-Teacher conferences, Early Years registration, school musicals, plays, or concerts). All events are to be communicated to the Community Outreach Officer as soon as possible.
- 4.2 The Principal or designate will first offer community use of school events to permanent part time custodian(s) at the regular hourly rate of pay up to 40 hours per week or eight (8) hours per day.

5.0 Responsibility of the custodian

- 5.1 The custodian assigned to the community use event will ensure a clear understanding of the community use of school event's permit and the school fire safety plan.
- 5.2 Open the school facility 15 minutes prior to start time of the event schedule and closes the school facility 15 minutes after the end of the permit schedule for community use.

- 5.3 Check with event organizers to see if they require anything. Let event organizers know how to find them if required.
- 5.4 Complete the duties of a custodian in the school as assigned during the hours requested for community use of schools.

DEFINITIONS

- Permit* A written order issued by the Board giving permission to enter into facilities for the purpose of conducting activities that comply with the rules and regulations governing the use of such facilities.
- User groups* 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 online permit application system.
- Youth-related groups* A group or organization in which at least 50 percent of the participants are under the age of 19.
- Facility partners* Organizations that have partnership agreements with the School Board.

<u>CROSS REFERENCE</u>	<u>DATE OF REVIEW</u>	<u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u>
Policy 6.10 Community Use of School Facilities and Grounds CUPE Collective Agreement Procedure 3.98 Overtime Management	February, 2017	

**Appendix A – Rainy River District School Board
Requesting Community Use of School Facilities and Grounds**

1. Visit the School Board's Community Use webpage at www.rrdsb.com. Review the Community Use of School Facilities and Grounds Policy, and Procedure. The Community Outreach Officer can also be contacted at 274-9855.
2. Submit a permit application to the Community Outreach Officer at least 14 days prior to your event or the start date for your activity. Permits can be submitted online or by completing the fillable or printable permits available on the website.
3. The permit application will be reviewed to determine:
 - group classification;
 - priority use;
 - available location and area requested;
 - appropriate insurance needs.
4. The permit will be processed for school approval. If there is a conflict with the booking, you will be contacted and offered an alternate location or alternate dates/times.
5. Some groups may be required to complete a Proof of Non-Profit (Form A) in order to receive subsidy. Others may submit a fee waiver application (Form B), which will be reviewed and considered for approval.
6. If you do not have appropriate third party insurance, the Community Outreach Officer will coordinate this on your behalf. Invoices will be generated for:
 - applicable insurance;
 - applicable rental fees;
 - damage deposits for approved use of any school equipment requested.
7. Invoices must be paid, a minimum of three business days prior to the scheduled event, by either cheque or cash (exact change is required) at the Education Centre in Fort Frances.
8. A custodian will be onsite to secure the school. The group is responsible for general cleanup of the designated facility areas or grounds used.

For any questions or concerns regarding accessibility, please contact:
Heather Latter, Community Outreach Officer
Phone: (807) 274-9855 ext. 4989
Email: heather.latter@mail.rrdsb.com

**Appendix B – Rainy River District School Board
Terms and Conditions**

General Conditions

- The Community Outreach Coordinator will receive the signed permits and fee waiver request forms for community use of schools 14 days prior to use. Confirmation of facility booking will be forwarded to each applicant following approval of the criteria and Principal. Notice of Cancellation by applicant must be provided at least 48 hours prior to the booking or full rental fee may be charged. Do not contact the school.
- Student activities in Board facilities are our priority to support student achievement. In the event of conflict between an approved school activity and the function specified on the permit, the school activity shall have precedence; the community partner member will be given sufficient notice of cancellation or an alternate facility option.
- Fees do not apply to Group A, are subsidized for Groups B-C, and may be charged according to Policy 6.10 for Group D. Community groups that are categorized in Groups B-C, have no charitable status, and are charging a participation fee, may be required to complete a Proof of Non-Profit (Form A) in order to receive subsidy. Groups that are categorized in Schedule 1 as Group D may submit a fee waiver application (Form B), which will be reviewed and considered for approval. In addition, Not-For-Profit groups may be eligible for fully subsidized fees through the Ontario Ministry of Education’s Priority Schools Initiative. Priority for community use of school facilities and grounds may be granted in accordance with the table below:

User Group		Rates
Group A	All events held by the school and Board, such as extra-curricular activities, Open Houses, school council meetings, etc.	No Fee
Group B	Not-for-profit youth-related groups, for example, Boy Scouts, Girl Guides, church youth groups, and youth sport and recreation organizations (including those that are members or affiliates of provincial sports or accredited organizations), with or without charitable organization status.	Subsidized
Group C	Not-for-profit adult groups and functions organized by individuals/organizations who may have an admission charge, a participation cost or fee, for example, local service clubs, community health associations, senior groups.	Subsidized
Group D	For profit, for example, functions organized by industry/businesses for profit-making purposes, (e.g., public concerts, trade shows, dance schools, for profit youth activities).	Full Fees

- Equipment and custodial charges may apply to Group D, if applicable. Approved use of equipment by Groups B-D will require a damage deposit.
- For one-time events and events reoccurring for less than three months, damage deposit cheques will be held and returned following the event if no damage is recorded. Cheques are required to be postdated to the event date. For events reoccurring for three months or more, the damage deposit will be deposited and reimbursed at the end of the fiscal year or/the conclusion of the event if no damage is recorded. NSF cheques may result in further bookings being declined.
- In all instances any loss of or damage to school property or facilities must be reported immediately to the principal. The organization responsible for such loss or damage will be charged for replacement or repairs.
- Participants must be supervised by a leader in their organization/group at all times and must not enter the building until their leader arrives.
- Activities must be confined to the facilities and equipment previously agreed to by the organization and Board.
- No smoking is allowed on school property (inside or outside the building).
- The sale or consumption of alcohol is not permitted on school property.
- If any event requires school security as deemed by the School Board, the permit holder will be required to engage security personnel approved by Rainy River District School Board. Proof of security purchase must be submitted 15 working days prior to the event.
- The Board will not be responsible for personal injury, damage, loss or theft of any articles belonging to the applicant or anyone entering upon the premises as a result of the issuance of the permit. The liability insurance of the Board does not extend to the activities of groups renting the school premises.
- The Board requires community users to carry insurance based on the nature of activity of the group/organization, as determined by Community Outreach Officer and/or Principal, naming the Board as an insured party on applicant's own Liability Insurance.

Please see the full Community Use of School Facilities and Grounds Policy & Procedure on the Board's website at www.rdsb.com.

CLOSURES: All schools will be closed during the following school holidays: Labour Day, Thanksgiving Day, Christmas Break, Family Day, March Break, Easter Break, Victoria Day and summer holidays including Canada Day and the August Civic Holiday. Exceptions may be granted by special arrangement for March Break and summer as determined by the Director of Education or designate.

For any questions or concerns regarding accessibility, please contact:
Heather Latter, Community Outreach Officer
Phone: (807) 274-9855 ext. 4989
Email: heather.latter@mail.rrdsb.com

Appendix C – Rainy River District School Board Schedule of Fees

Community Use of School Facilities and Grounds Schedule of Fees				
*Subsidized Rates:	<p>Reduced rental fees for recognized not-for-profit groups supported by the Ministry of Education, Community Use of Schools Program. Some subsidy limitations may apply.</p> <p>We are committed to keeping rental rates low; however when fixed funding limits set by the Ministry of Education are reached, the subsidized rate will not apply. Please be advised our subsidized rates for not-for-profit groups are subject to change without notice. Please monitor this Fee Schedule for current rates. Some subsidy limitations may apply.</p>			
Insurance:	<p>All applicants must provide proof of comprehensive general liability insurance in the amount of \$2 million and name the RRDSB as an additional insured on the policy, with respect to the Applicant's use of the premises. If the applicant does not have insurance, it is possible to purchase insurance through the RRDSB. This cost is not subsidized. Visit the Liability Insurance area on our website for rates.</p>			
Group Classifications:	<p>Please Refer to our Community Use Classifications in Schedule 1 for a description.</p>			
Custodial and Facility Rental Fees (Hourly Rates)	Description	Groups B, C Regular *Subsidized		Group D (Full Fees)
Facility Fee	Classroom	25.00	0.00	25.00
	Gymnasium	50.00	0.00	50.00
	Library	35.00	0.00	35.00
	Cafeteria/Kitchen	50.00	0.00	50.00
Custodial Fee	Weekdays	27.00	0.00	27.00
	Weekends	27.00	0.00	27.00
	<p>When custodians are regularly on duty, no custodial charge related to the use of the facility shall be levied unless additional help is required for set up, supervision and/or clean up. Custodial fees are charged for every hour a custodian is required to be at the school outside of regular working hours or weekends (minimum 3 hour call back). Note: Custodial fees for opening, clean-up, closing and securing the building will be added to the permit (on average an additional 1.5-3.0 hours).</p>			
Furniture and Equipment Rental Fees (Daily Rates)	\$100 Deposit is required for all equipment			
Classroom Equipment	TVs, Electronic Players, Smartboard	50.00	0.00	50.00
	Other	100.00	0.00	100.00
Gymnasium Equipment	Athletic Equipment, Chairs, and/or Tables	100.00	0.00	100.00
Library Equipment	TVs, Electronic Players, Smartboard	50.00	0.00	50.00
Cafeteria/Kitchen Equipment	Equipment	100.00	0.00	100.00
<p>The rental of school equipment is at the discretion of the Principal. The table is not inclusive of all potential items. Arrangements for use must be made at the time the rental permit application is completed.</p>				