



# Community Use of Schools Handbook

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# ***Community Use of Schools Handbook***

## **INTRODUCTION**

The purpose of this handbook is to clarify the policies and procedures that govern the Upper Grand District School Board's Community Use of Schools Program. This handbook is written to compliment the Community Use of Schools Policy -#200.

It is the policy of the Upper Grand District School Board to work actively to make its schools hubs of the community by making its facilities available to the public. The Community Use of Schools Program works in partnership with the Board's staff and its diverse communities to foster an ongoing relationship of interaction and intercommunity. The Community Use of Schools Program supports the educational objectives of the Upper Grand District School Board and works to protect the Upper Grand District School Board's property and its role in the community.



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## **Definitions**

1. Community Users

Community Users include anyone who attends a Community Use of Schools event at a Board facility, including participants, referees, leaders, of the group and/or audience.

2. Community Use Event

A Community Use event is any event held at a Board facility that is applied for through the Community Use of Schools Program and for which a Community Use Permit has been issued.

3. Community Use Permit

A Community Use Permit is issued by the Board and is the authority for the use of a school for all Community Use events.

4. Applicant

The Applicant is the person who submits the CUS Application.

5. Permit Holder

The Permit Holder is the person and/or Organization named on the Community Use Permit

6. Permit Holder Designate

The Permit Holder Designate is the person designated by the Permit Holder to be the representative at the Community Use event, if the Permit Holder is unable to attend the Community Use event.

7. Continuous Users

A Community Use Permit Holder, whose contract extends through the school year, is referred to as a Continuous Use Permit Holder.

8. Community Use of Schools Monitors

Community Use of Schools Monitors are individuals hired and trained by the Board to oversee Community Use events. The Community Use of Schools Monitors report to the Coordinator of Community Use of Schools.



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## 9. Board Representative

A Community Use of Schools Board Representative is a Board trained person who is in attendance during Community Use of Schools events. The Community Use of Schools Board Representative must be a custodian, contract custodian or a Community Use of Schools Monitor.



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## **1. The Community Use of Schools Program**

Through the Community Use of Schools Program (CUS), organizations and individuals can use school facilities for various kinds of activities.

## **2. Eligible Users**

Most individuals, organizations and recreational groups can use Upper Grand District School Board (UGDSB) facilities for a variety of programs and recreational activities. Applicants must be at least 18 years of age. CUS Permit holders shall abide by all UGDSB policies, municipal, provincial and federal laws and regulations.

## **3. Available Facilities**

A wide range of school facilities are available for use by the community, including: gymnasiums, cafeterias, auditoriums, grounds and secondary school classrooms.

The UGDSB, schools, and Continuing Education have the right of first refusal for all school facility space for their program needs.

## **4. E. L. Fox Theatre**

E.L Fox Theatre (Policy #202) is booked through the E.L Fox Theatre Coordinator. Please contact the E. L. Fox Theatre Coordinator at 519-822-7090 xt 339 or email [tom.slater@ugdsb.on.ca](mailto:tom.slater@ugdsb.on.ca) for rental information.

## **5. Dates and Times of Availability**

CUS schools hours of availability vary due to school needs and requirements. The following is a general description of available times for CUS.

### **Professional Activity/Professional Development Days**

Some organizations receive funding to run programs for school age children on PA/PD Days. Should a school be available for a PA Day program, permission may be granted by the Principal to run a PA Day program during the day. If the Principal agrees, the normal CUS application process would be in effect.

### **Elementary School Availability**

Generally, elementary schools are available for CUS every day, after regular school hours depending on the availability of a UGDSB representative.



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On long weekends elementary schools are not available Saturday, Sunday, and the designated holiday of the weekend.

Elementary Schools are closed for a period in the summer to allow for custodial vacations. The shutdown ranges from two to three weeks in length and occurs midsummer.

Selected Elementary Schools may be available during the summer shutdown period to allow for the continuity of summer programming. These schools may also be open for extended hours (8am-5pm), dependent on the availability of a Board Representative.

CUS is not available for a four week period. For the two weeks prior to the opening of the new school year and the two weeks following, to allow for a smooth opening of the school.

### **Secondary School Availability**

Generally, secondary schools are available for CUS every day, after regular school hours depending on the availability of a UGDSB representative.

Secondary School hours may be extended during the summer months to facilitate summer programming. Evening programming may be accommodated.

On long weekends secondary schools are not available the Saturday, Sunday, and the designated holiday of the long weekend.

CUS is not available for a four week period. For the two weeks prior to the opening of the new school year and the two weeks following, to allow for a smooth opening of the school.

### **December & March Breaks**

Generally, CUS is unavailable over the December and March breaks. CUS may be available in a limited capacity to ensure the continuity of some programming (e.g. day cares, before and after school programming and Break camps).

Please contact the CUS Clerk prior to booking over the Break periods to ensure availability.



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## **6. Booking a Facility**

### **GRANDFATHER CLAUSE**

Any Applicant that currently has a booking with the UGDSB can book for the next year no earlier than May 1<sup>st</sup> and no later than **June 30<sup>th</sup>**.

In order to be grandfathered, the CUS Application must be for exactly the same facility and time slot as the previous year; otherwise it will be considered a new application.

The UGDSB works to ensure that all groups are grandfathered into their previous time slots, though this may not always be possible due to facility changes and schools' need for space.

New Applications will be accepted starting September 15<sup>th</sup> of the new school year.

### **ONLINE APPLICATION**

The website **[www.cus.ugdsb.on.ca](http://www.cus.ugdsb.on.ca)** allows the public to check availability of school facilities and to fill out a CUS Application.

A CUS Applicant must have an account and login in order to be able to complete an application.

Previous CUS Applicants who have booked an UGDSB facility and have not received their login information call the CUS Clerk for assistance.

New CUS Applicants, who have never booked an UGDSB facility, follow the account creation directions on the website.

Anyone who is unsure of their account status should email [community.use@ugdsb.on.ca](mailto:community.use@ugdsb.on.ca) or call the CUS Clerk at 519-822-4420 xt. 833 for assistance with account set up.

When the application is processed the CUS Permit will be emailed to the Applicant. The Permit may take up to three weeks to be processed.

Payment is expected within 30days of issuing the Community Use Permit. Online credit card (VISA and Master Card) payment is available through the CUS website. Continuous Users may pay in installments; contact the CUS Clerk for assistance.



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## **7. Sliding Scale of Fees**

### **CATEGORY A**

- Registered non-profit organizations that are funded by government or foundation monies to supply community programming for school-age youth, that offer services free of charge or at minimal cost\*.
- Registered non-profit organizations that use unpaid volunteer leaders, can book school facilities free of charge. Such groups include, Health Units, Neighbourhood Groups, Family and Children Services, Girl Guides and Boy Scouts etc.

\*Minimal cost means: a cost that is charged to participate in the program solely to cover the cost of the program itself, and not for salaries and benefits of permanent employees of the organization paid by the organization.

### **CATEGORY B**

- Registered non-profit organizations that are funded by government or foundation monies to supply community programming that offer programming with paid employees, coaches or leaders. Such programming may include, but not limited to: gymnastics, karate or music.
- Before and After School Programs.

### **CATEGORY C**

- Adult recreation
- Educational organizations, including colleges and universities.
- Not for profit groups providing adult services free of charge
- Charitable/fundraising events
- Craft sales
- Cultural events
- Athletic events and activities provided for community members over the age of 18 years.
- Political groups representing registered parties and groups represented by elected officials
- Activities (i.e. meetings or workshops) of a private nature sponsored by community residents or commercial enterprises for non-profit purposes



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## CATEGORY D

- Business, including those charging for drama, art, music, dance, fitness, martial arts etc.
- Church services
- Theatrical, film and dance productions
- Activities or programs sponsored by commercial enterprises for corporate gain
- Activities or programs sponsored by private individuals for private gain

## 8. Fee Schedule

### HOURLY FACILITY USE CHARGES EFFECTIVE SEPTEMBER 1, 2010

PRICES ARE QUOTED ON A PER HOUR BASIS				
ROOM	CATEGORY A	CATEGORY B	CATEGORY C	CATEGORY D
Classroom, Elementary Foyer and any area not listed	\$ 0.00	\$ 2.00	\$ 5.00	\$ 30.00
Library	\$ 0.00	\$ 5.00	\$ 10.00	\$ 30.00
Before and After School Programs (including PD Days and Summer Programs)		\$ 6.00		
Music Room with Piano		\$ 6.00		
Single Gym, Lunchroom or Multi-Purpose Room, Seminar Room, Secondary Foyer, Staffroom	\$ 0.00	\$ 5.00	\$ 10.00	\$ 50.00
Double Gym or Cafeteria/Cafetorium	\$ 0.00	\$ 7.00	\$ 12.00	\$ 80.00
Triple Gym	\$ 0.00	\$ 20.00	\$ 30.00	\$ 120.00
Lecture Hall	\$ 0.00	\$ 10.00	\$ 15.00	\$ 40.00
Auditorium	\$ 0.00	\$ 20.00	\$ 30.00	\$ 120.00
Fields or Ball Diamonds	\$ 0.00	\$ 7.00*	\$ 7.00*	\$ 7.00/hr

\*Per usage/per day.

HST is not included in above rates.

**A non-refundable Administration Fee of \$25.00 (+ \$3.25 HST) is applied to all Community Use Applications.**



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<b>HOURLY BOARD REPRESENTATIVE CHARGES FOR CATEGORY D ONLY</b>	
<b>CATEGORY A, B AND C - NO CUSTODIAL CHARGES</b>	
A Board Representative familiar with all emergency and security procedures must be on site for all activities. Charges will include the time for preparation, the event, the cleanup and the security check.	
TIMES	HOURLY CUSTODIAL CHARGES FOR CATEGORY D
Monday to Saturday	\$37.50
Saturday of a Long Week-end and Sunday	\$50.00
Holidays	\$75.00

For one time events all fees and charges must be paid before a CUS Permit will take effect.

Fees for Continuous Use permits may be paid in installments at the discretion of the Superintendent of Finance or designate.

### **9. Insurance Requirements**

Every Permit Holder must have liability insurance with at least \$2,000,000 coverage. A Permit Holder can buy liability insurance through the Board if they do not have their own.

A Permit Holder must present an up to date liability insurance certificate naming the Board as an additional insured prior to their CUS event. The UGDSB's school insurance does not cover individual people or groups who use UGDSB facilities for CUS. Each application must have its separate insurance certificate. The UGDSB cannot photocopy insurance certificates.

UGDSB staff who rent a school facility under the CUS Program must provide minimum \$2,000,000 liability insurance.

To purchase liability insurance through the Board contact the CUS Clerk for rates and information.

### **10. Criminal Record Checks**

Community Users who enter a school during the school day must provide a current (within the last six months) Criminal Record Check and Vulnerable Sector Screening to the CUS Clerk prior to their CUS event.



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### **11. UGDSB Representative Onsite at Schools**

A UGDSB Representative shall be present at all times while a CUS event is taking place.

See Section 29 (8&9) of this Handbook for a definition of a UGDSB Representative.

The UGDSB Representative's role does not include CUS groups' set up or take down of furniture or equipment. The UGDSB Representative's main responsibility is to ensure the safety of the building, and assist the CUS Group in maintaining a safe and healthy environment.

See Section 7. for the fee schedule for Board Representative/Custodial coverage costs.

### **12. CUS Permit Holder's Responsibilities**

The Permit Holder or Permit Holder Designate shall abide by all Board policies, municipal, provincial and federal laws and regulations.

The Permit Holder or Permit Holder Designate must be present at the CUS event. This person is the contact for any questions or concerns about the contract or the group's behaviour.

The Permit Holder or Permit Holder Designate is responsible for all participants' and guests' behaviour during their time on UGDSB property.

The Permit Holder or Permit Holder Designate is responsible to ensure that all participants have left UGDSB property by the time stated on the CUS Permit.

Community Users are responsible for all costs incurred by the accidental triggering of an alarm or security system. Alarm and security systems are the sole responsibility of UGDSB personnel and specifically trained UGDSB representatives.

Permit Holders are responsible for the cost of damage to UGDSB facilities caused by the actions of permit holder, participants or guests.

### **13. Smoking on UGDSB/School Property**

Smoking on any area of UGDSB property (buildings and grounds) is against the law (Smoke Free Ontario Act). The Permit Holder or Permit Holder Designate is responsible to ensure that none of their group's members smoke on school property.

The Smoke Free Ontario Act states that all violations of the law must be reported to the local Public Health office or police for enforcement. Violation of the law comes with heavy fines.



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## **14. Emergency Procedures**

A UGDSB Representative or a telephone may not be readily available in case of emergency. CUS groups should bring a cell phone to CUS events. Should there be an emergency that needs immediate attention call the appropriate emergency services by dialing 911. In case of fire, and if it is safe to do so, a Community User should pull the fire alarm and all Community Users should immediately leave the building.

If there is a problem with equipment and/or facilities in the building inform the UGDSB Representative of your concerns.

Violent incident must be reported to the UGDSB Representative immediately. The police may be called and charges may be laid. Upon review the CUS Permit Holder may face cancellation of their Permit and may be banned from any future use.

## **15. Damage to School Property by a CUS Group**

If a CUS group damages UGDSB property it must be immediately reported to the UGDSB representative who will inform the CUS clerk. The costs to repair or replace damaged property are the responsibility of the CUS Permit Holder.

Any equipment that may scratch, mark or break UGDSB property is not allowed for CUS. If a CUS group damages UGDSB property because of equipment brought into the school, the CUS Permit Holder will be held financially responsible for all costs associated with the repair or replacement of the UGDSB's property.

## **16. Continuous Use Permit Holders**

At the discretion of the Superintendent of Finance or designate, Continuous Use fees may be paid in separate payments, with one third of the permit paid up front, the second payment paid halfway through the permit and the third payment made one month prior to the end of the permit. Post dated cheques must be forwarded to the CUS Clerk once the contract is received.

The first installment will include the administration fee, insurance cost if purchased through the UGDSB, and one-third of the rental and custodial charge (if applicable).

## **17. Food and Drink in Schools**

Food is generally not allowed in a school except for cafeterias. On occasion food may be brought into the school and supplied to CUS Groups, solely at the discretion



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of the school's Principal. If the food is sold, the CUS Group may have to apply for applicable municipal licenses. The CUS Group is responsible for cleanup of all food and garbage.

In an effort to reduce the risk of life-threatening allergic reactions, Community Users are requested not bring into a school facility any product posted in a school as an allergy hazard. Particularly peanuts and nut products. Please contact the school directly about possible allergy concerns.

For the protection of gymnasiums, only water is allowed in UGDSB gymnasiums.

### **18. Alcohol Usage on UGDSB property**

No alcohol is to be transported, consumed, bought or sold on any UGDSB property. The consumption of alcohol on UGDSB property may lead to immediate revocation of the CUS Permit Holder's permit.

### **19. Illegal Drug Use.**

Persons involved with illegal drug use on UGDSB property will be prosecuted.

### **20. Equipment Usage**

The UGDSB does not supply any equipment to Community Users. Use of any school equipment by CUS Groups is solely at the discretion of the school's Principal.

### **21. Community User Permit Cancellation Procedure**

A Permit Holder may cancel a Community Use event without cost (except for the non-refundable Administration Fee) provided that written notice (email accepted) and a phone confirmation be provided to the Community Use of Schools Clerk or designate at least **three business days** prior to the date of the event. The administration fee is non-refundable.

If the Permit Holder cancels a CUS event with less than three business days notice, due to inclement weather, safety, health or other emergency reasons, a refund may be given to the Permit Holder at the discretion of the Superintendent of Finance or designate. The administration fee is non-refundable.



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A Continuous Use permit may be cancelled by the Permit Holder with three business days notice. A refund may be given for any unused portion of the contract. The Administration Fee is non-refundable.

### **22. UGDSB Permit Cancellation Procedure**

Periodically the UGDSB may cancel CUS due to unforeseen circumstances, such as inclement weather or other emergency/safety situations, or an unexpected school use. In these situations a refund will be given to the Permit Holder. If it is a onetime CUS event, a full refund is given including the Administration Fee.

CUS is available in most schools when school busses are cancelled due to inclement weather. CUS is only cancelled in a school that has been closed by the UGDSB and staff are not expected to be present in the school.

Check the UGDSB website, [www.ugdsb.on.ca](http://www.ugdsb.on.ca) for updates and information on school closures.

The UGDSB may cancel a Continuous Use Permit if the Permit Holder does not use the UGDSB facility for two consecutive scheduled dates in a row.

The UGDSB may, at its discretion, cancel a Permit at any time.

### **23. Transferring Permits**

CUS Permits are non-transferable.

### **24. Start Times and End Times of CUS Permit.**

The start time on the Permit describes the time that the Community Users are allowed to enter the school. The end time describes the time at which Community Users are to depart the school.

If a Permit Holder wants to hold a CUS event from 8:00-9:30pm, the CUS Permit should read 7:30-10:00 pm to allow for entrance to, and exit from, the school.

### **25. Restricted Activities**

Any high risk activity is not permitted on school property. Such activities include skateboarding, rock climbing, baseball pitching machines etc. The Superintendent of Finance or designate has the right to refuse any CUS activity on UGDSB property.



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## **26. Restricted Areas**

For overall safety, Community Users are restricted to the school area and the nearest washrooms as designated on their Permit. All other areas of the school are out of bounds. If Community Users are found in other areas of the school the Permit may be revoked.

## **27. Snow Removal**

Snow removal is the sole responsibility of the UGDSB.

## **28. CUS Permit**

On the day of a CUS event, if there is any discrepancy as to the details of a CUS event are, the CUS Permit will be the final word on the event's parameters and expectations. Read the CUS Permit carefully prior to the CUS event, in order to ensure it meets your requirements.