

YORK REGION DISTRICT SCHOOL BOARD

PROCEDURE P412.0

Title: COMMUNITY USE OF SCHOOLS
Section: PROPERTY
Date: May 14, 2003

Community use of Board facilities is generally from 6:00 PM to 10:30 PM on weekdays and from 8:00 AM to 11:00 PM on weekends and is based upon an agreement entered into between the Board and the user. These agreements are issued through the permitting process. Each permit is processed in accordance with the following prescribed set of requirements. Long term arrangements (e.g. lease, shared use, multi-use agreements) are negotiated in a manner separate from this procedure.

A. Classification of Groups and Activities

Groups or organizations using Board facilities are classified for the purpose of determining use and fees to be charged.

Class A - School/Board Activities

A-1 Individuals or groups authorized by the school and/or the Board using the facilities for activities related to the school program such as:

- * Co-curricular school activities
- * School Councils or Parent/Teacher Associations
- * Formalized school partnerships
- * Meetings of Board staff, employee federations, unions or associations

A-2 Continuing or Adult Education Programs provided by the Board.

Class B - Negotiated Agreements

Class B includes those groups using school facilities for the following purposes:

- * Programs offered by Colleges of Applied Arts and Technology and Universities to members of the community
- * Before and After School Child Care Programs
- * Licensed Child Care Centres
- * Special Interest Providers
- * Elections and Polling Stations
- * Supervised recreation/learning activities during school non-instructional time and other times prior to 6 PM

Class C - Community Activities - Not For Profit

Schedule "C"

C-1 Not for profit child and youth recreational programs convened for purposes other than language instruction and/or religious instruction:

- * Scouts, Guides, Cadet Corps, Brownies, Cubs, Sparks, Beavers, Pathfinders, Venturers

C-2 Not for profit child and youth recreational programs operated by municipalities, service groups, sports associations, community groups, etc.:

- Leisure or sports activities or programs offered by municipalities, YMCA, YWCA, Red Cross, etc.

- * Groups pursuing non-profit recreational activities arranged by local community organizations and for which a nominal admission or participation fee is charged

C-3 Not for profit adult leisure or recreational activities and/or meetings operated by municipalities, service groups, sports associations, community groups, etc.

- * Soccer, basketball, volleyball, clinics, ratepayers' groups, fundraising, political organizations, etc.

Class D - Community Activities - Other

Schedule "D"

D-1 Individuals or groups providing services or programs to the community and charging an admission, participation and/or user fee. (Paid supervision or instruction)

- * Music, Dance, Drama, Gymnastics instruction, etc.

D-2 For Profit groups involved in providing language and/or religious instruction other than, or in addition to, International Language programs supervised by Continuing Education

D-3 Religious services, banquets, weddings, parties, recitals, craft shows, etc.

Class E - Commercial

Comprised of profit-making business enterprises including businesses, commercial schools, theatrical and filmmaking companies, employee or client functions, employee training sessions, meetings, seasonal parties, etc.

Class F – Not for Profit Religious/Language Instruction

Comprised of not for profit organizations who are teaching language and/or religious instruction. Note: A copy of your non-profit certificate must be presented with permit request.

B. Permitting Process

Permit Conditions

- 1) A permit is required for all community use on school days between 6:00 PM and 10:30 PM and on Saturdays and Sundays between the hours of 8:00 AM and 11:00 PM. Permits are not granted during the instructional and co-curricular hours of 8:00 AM to 6:00 PM except for Before and After School Child Care programs and Board or Board approved educational programs.

For those times when a school is not regularly staffed by caretakers, additional charges for supplies and utilities (Building Services charge) will be estimated at the time of the application and may be adjusted periodically during the permit according to actual cost.

- 2) Primary consideration will be given to groups with 75% of their participants living in York Region.
- 3) The group to which the permit is issued shall be responsible and accountable for any and all damages arising out of the use of the facilities by any participants, guests or speakers, and for enforcing the terms on which the permit has been granted. A Permit Occurrence Report, Form P412-01, is to be used for reporting problems with user groups failing to follow the terms of the permit and/or when loss or damage to property and equipment occurs during the permit use. If the problem is of a serious nature, it must be reported to the Coordinator of Community Services at the Education Centre Aurora and followed-up with the completion of Form P412-01.
- 4) Principals and caretakers are to share with their teaching staff the room locations and days of permit bookings. Often, bookings are consistent throughout the school year. Personnel most familiar with their room and equipment can more easily assess problems immediately after the permit use.

It is imperative that following each permit, school personnel check each room and piece of equipment used by the permit holder in order to evaluate any damage that may have occurred. A complete description should be reported on the Permit Occurrence Report, Form P412-01, and sent to the attention of the Coordinator of Community Services. The Coordinator will investigate the incident with the permit holder and report back to the school. If loss or damage to property is found to be attributable to the permit holder, the Community Permit Office will assume the cost and collect from the permit holder. If the cost is under \$200, the school will be given permission to assign the community permit account number on their petty cash report. If damage is over \$200, the Community Permit Office will issue a purchase order for repair or replacement and invoice the permit holder. The procedure for reimbursement of damage or loss to property or equipment is outlined on the reverse side of Form P412-01.

- 5) The group to which the permit is issued shall save harmless the Board from any claims for loss of income or damages that may arise out of the use of the facilities or for the loss or theft of any articles belonging to the permit holder. Proof of liability insurance in the name of the user group with the York Region District School Board listed as co-insured must be provided by the individual applicant at the time of application.
- 6) The Board may require the posting of a bond or security deposit with any application for the rental of school facilities. Such a bond shall be intended to protect the Board against damage to the facilities and/or any additional expenses incurred by the Board in supervising and cleaning the premises. It may be returned, all or in part, following the assessment of such damage and expenses.
- 7) Permits for children and youth using gym space will generally be allocated in the preferred time frame of 6:00 PM to 8:00 PM.
- 8) Activities considered by the Board injurious to the school grounds and/or facilities shall be prohibited (eg. rollerskating).
- 9) Strictly adhered to terms governing the use of school facilities are printed on the permit.
- 10) Permit holders must make arrangements through the Permit Department for transferring permits.
- 11) All facilities are permitted as is and the applicant shall be responsible for ensuring that the facilities and grounds are suitable for the permitted activities.

C. Operating Dates for School Year Permits

- * School Year permits will be granted for the use of school facilities beginning on or about the second week in September, and ending on the second last week in June in the current school year of issue. Permits are cancelled during the December break, March break, and all statutory holidays unless special permission is granted.
- * Permits continue on Professional Activity Days.

Summer Programs in School Facilities

- * Board approved summer school programs, municipal summer programs and other non-profit children and youth programs shall make an application to the Community Permit Office prior to April 1st of each year and these requests will be confirmed by April 30th of each year.
- * Permits for summer use may be limited due to maintenance, renovations and major cleaning.
- * Summer permits will be granted between July and mid-August unless negotiated at the time of application. If the permit requires an excess of 8 hours of caretaking, overtime rates will apply. The normal operational hours are from 8:00 AM to 4:00 PM. (Summer facility rental rates are on Schedule "E").

D. Restrictions

- * The consumption of alcoholic beverages is prohibited at all times in all schools, school sites and in all other Board buildings except where shared use agreements specify. Smoking, games of chance, and weapons of any kind are prohibited and are a violation of the Safe Schools Policy.

E. Supervision

- 1) For permitted school activities, the employee permit holder shall be accountable to the school principal or her/his designate.
- 2) For all other permitted activities, a caretaker, or such other employee as the Board may designate, shall be on duty during permitted times and is in charge of the facility. Keys are not allowed out of the possession of the authorized employee of the Board.
- 3) While in a permitted school building, the members of any group or organization, including spectators, shall be under the immediate supervision and control of competent and trustworthy adults (18 years or over) who shall personally be responsible for the observance of the Board's requirements. If the program requires the use of more than one room, the organization holding the permit shall provide at least one adult supervisor for each room in use. Adults supervising activities shall identify themselves to the caretaker. The supervisor shall be present in her/his designated space at all times. If school use includes other space (e.g. washrooms, corridors, etc.) a "floating" supervisor is required.
- 4) The duty caretaker will orient the permit holder to the facility.
- 5) The building must be vacated within 15 minutes after the exit permit time or extra fees may be applied.

F. Insurance Requirements

- * The York Region District School Board's liability coverage for Community Use of Schools protects the Board against liability claims. The Board's Insurance coverage **DOES NOT** protect users or user groups.
- * The user shall provide proof of \$2,000,000 of liability insurance with the Board named as insured. The Board has arranged with a carrier to provide insurance coverage, at competitive prices, for community groups without their own coverage.

G. Cancellation/Renewal

- 1) The Board maintains the right to suspend or cancel, without notice, any permit if facilities are misused, if there is inadequate supervision of activities, a lack of cooperation with Board staff, or non-payment of permit fees. The Board may cancel a permit date if the facility is needed by the school. In the event of such suspension or cancellation, the applicant has no claims or rights to compensation from the Board for any loss, damage or expense resulting from suspension or cancellation.
- 2) In the event that the building is required for school purposes, the permit holder may be permitted to use the building on an alternate day mutually agreed to by both parties. The Board will give notice of such cancellation but in emergencies (e.g. mechanical breakdown, inclement weather, safety/labour issues) the Board reserves the right to cancel without notice.
- 3) In the event that the permit holder requests a cancellation, notice must be given to the Community Permit Office prior to the permit date. For weekend permits, holders shall give 48 hours cancellation notice for Saturdays and 72 hours for Sundays to avoid incurring unnecessary building service charges.
- 4) Permits will be pre-empted with due notice if the space is required for polling stations.
- 5) All permit holders will be sent a permit renewal package for the fall permit period on or about the end of March of the current year. It is the responsibility of the permit holder to ensure that all relevant information is received.
- 6) The annual renewal of permits shall be considered subject to the availability of declared space by individual schools, the changing needs of the community and the permit holders from the previous year.
- 7) Renewals will only be considered when all prior fees and/or balances have been paid.
- 8) A \$10.50 fee per revision will be applied to all accounts after three revisions to the permit account have been initiated by the permit holder.

H. Equipment

- 1) Rental of a classroom includes furniture and fixtures. Fees for various types of additional furniture, audiovisual and sports equipment are listed in Schedule "B".
- 2) Any damage to equipment attributable to the permit holder will be reimbursed by the permit holder.
- 3) Equipment and furniture shall not be removed from the building.
- 4) All requests for equipment and furniture shall be arranged at the time of application.

I. Storage

- * The Board is unable to store equipment or supplies owned by community user groups without the permission of school administration.

J. Advertising

- 1) All advertising (tickets, leaflets, newspaper advertisements, radio or television announcements, etc.) shall contain the telephone number and address of the permit holder from whom information can be obtained. The telephone number of the school and the Community Permit Office shall NOT be included in any advertising material.
- 2) Advertisements released prior to formal approval of the permit request shall include notification that the location has not been approved.
- 3) Advertisements should not contain information suggesting any endorsement of the activity by the York Region District School Board, or any use of the Board logo, past or present.

K. Fire/Emergency Plan and Fire Drills

Permit holders must review and be conversant with the contents of the Board's Fire/Emergency Plan prior to commencing any activity within Board facilities.

Particular attention should be paid to Sections 1, 3, and 6 of the Fire/Emergency Plan.

Where the fire alarm is sounded, every occupant shall participate in accordance with Section 3 of the Plan.

L. Parking

Fire routes and pedestrian walkways shall be kept clear at all times. Vehicles may only be parked in approved parking lots (not playing fields, grass areas). The permit holder is responsible for advising participants and spectators that school parking is limited. Parking space will be provided as available, but assured parking on site cannot be guaranteed.

M. Playing Fields

- * In those municipalities where no shared use or maintenance agreements are in force, charges will be determined based on the cost of maintaining the fields.
- * Where municipalities maintain the field, there is no charge by the Board. There may, however, be a municipal charge. Groups are encouraged to contact the Parks and Recreation Department in their community.

N. Fees

- 1) A fee schedule for the rental of school facilities and equipment/furniture is established annually by the Board on a proportional cost recovery basis. Charges depend on the classification and type of use. See fee schedules B, C, D and E.
- 2) All permit charges shall be paid by cash, cheque, or credit card made payable to the York Region District School Board before the permit is issued. Special payment arrangements may be negotiated with the Community Permit Office. An official receipt will be issued for all monies received.

O. Summary

The interpretation and administration of this procedure and Policy 412.0 is the responsibility of the Administration of the York Region District School Board. It is the prerogative of the Board to decline the use of its facilities to any person or group.

**CLASSIFICATIONS, PROCESSING FEES AND RATES
Schedule "A"**

Class A - SCHOOL/BOARD ACTIVITIES

A-1) Applications, supported by the Superintendent of Schools, may be made for reducing building service fees for school functions, tournaments, musicals and like events scheduled outside of normal caretaking hours.

A-2) CONTINUING AND ADULT EDUCATION PROGRAMS

- * Continuing Education Non-Credit Programs will pay the C2 rate for each classroom, gymnasium or other space requested and a \$36.75 processing fee for each school permitted.
- * Facility permits for gymnasiums and general purpose rooms are usually in 2 hours blocks from 6:00 p.m. to 8:00 p.m. and from 8:15 p.m. to 10:15 p.m. If the permit requires less than 2 hours, an hourly rate will be used. In the event that the permit holder requests more than two hours, an hourly rate will be used unless the space is requested by another client in which case the original permit holder will either pay for the remaining 2 hours or relinquish the additional time.
- * Building service charges will be invoiced and reimbursed at rates of \$32.00 per hour (Monday-Saturday) and \$42.00 per hour (Sunday and statutory holidays) per caretaker.

Class B NEGOTIATED AGREEMENTS

Fees agreed to by Board and user

Class C COMMUNITY ACTIVITIES - NOT FOR PROFIT

Schedule "C"

- C.1** * Not for profit programs supervised by volunteers and child and youth recreation programs convened for purposes other than language instruction and/or religious instruction (e.g. scouts, guides, etc.)

- * These groups will pay per use for each classroom or other requested space. The gymnasium is billed on an hourly basis and a \$36.75 non-refundable processing fee is charged for each school permit.

- * Facility permits for gymnasiums and general purpose rooms are usually in 2 hour use blocks from 6:00 PM to 8:00 PM and from 8:15 PM to 10:15 PM. If the permit requests less than 2 hours an hourly rate will be used. In the event that the permit holder requests more than two hours, an hourly rate will be used unless the space is requested by another client in which case the original permit holder will either pay for the remaining 2 hours or relinquish the additional time.

C.2 Not for profit, children and youth recreation programs operated by municipalities, service clubs, sports associations, community groups, etc.

- * These groups will pay per use for each classroom, or other requested space. The gymnasium is billed on an hourly basis and a \$36.75 processing fee is charged for each school permit.

C.3 Not for profit adult leisure or recreational activities and/or meetings for which a nominal admission or participation fee is charged and are operated by municipalities, service groups, sports associations, community groups, etc.

- These groups will pay per use for each classroom or other requested space. The gymnasium is billed on an hourly basis and a \$36.75 non-refundable processing fee is charged for each school permit.

Schedule "C"

Facility	Community Activities		
	C1	C2	C3
Classroom/Lunchroom	\$3.95	\$5.25	\$7.90
General Purpose Room Elementary	\$1.97/hr	\$2.62/hr	\$3.95/hr
Gymnasium – Elementary	\$1.97/hr	\$2.62/hr	\$3.95/hr
Gymnasium – single –Secondary	\$1.97/hr	\$2.62/hr	\$3.95/hr
Gymnasium – double – Secondary	\$1.97/hr	\$2.62/hr	\$3.95/hr
Cafeteria – Secondary (without kitchen)	\$3.95	\$5.25	\$7.90
Cafeteria – Secondary (with kitchen)	\$3.95	\$5.25	\$7.90
Library – Elementary	\$3.95	\$5.25	\$7.90
Library – Secondary	\$3.95	\$5.25	\$7.90
Special Room or area determined at time of application for permit	\$3.95	\$5.25	\$7.90
Multi-use processing fee	\$36.75	\$36.75	\$36.75
Single use processing fee	\$36.75	\$36.75	\$36.75

SCHEDULE "D"

FACILITY	COMMUNITY ACTIVITIES OTHER		COMMERCIAL	Non-Profit Language/ Religious Instruction
	D 1 & 2	D 3	Class E	Class F
	Cost per use		Cost per use	
Classroom/Lunchroom	\$15.75	\$57.75	\$99.75 / \$189.00	\$14.20
General Purpose Room Elementary	\$12.60/hr	\$42.00/hr	\$86.60/hr	\$11.35/hr
Gymnasium – Elementary	\$15.75/hr	\$42.00/hr	\$91.85/hr	\$14.15/hr
Gymnasium – single –Secondary	\$15.75/hr	\$42.00/hr	\$91.85/hr	\$14.15/hr
Gymnasium – double –Secondary	\$31.50/hr	\$81.40/hr	\$181.10/hr	\$28.35/hr
Cafeteria – Secondary(without kitchen)	\$63.00	\$162.75	\$420.00	\$56.70
Cafeteria – Secondary (with kitchen)	\$94.50	\$215.25	\$535.50	\$85.05
Library – Elementary	\$47.25	\$84.00	\$168.00	\$42.50
Library – Secondary	\$63.00	\$84.00	\$168.00	\$56.70
Special Room or area determined at time of application for permit	\$94.50	\$94.50	\$94.50	\$85.05
Multi-use non-refundable processing fee	\$89.25	\$89.25	\$89.25	\$89.25
Single use non-refundable processing fee	\$36.75	\$36.75	\$36.75	\$36.75

Facility permits for gymnasiums and general-purpose rooms are usually in 2-hour use blocks from 6:00 PM to 8:00 PM and 8:15 PM to 10:15 PM. If the permit requests less than 2 hours an hourly rate will be used. In the event that the permit holder requests more than two hours an hourly rate will be used unless the space is requested by another client in which case the original permit holder will either pay for the remaining 2 hours or relinquish the additional time.

Notes:

- * For all classifications, all processing fees are non-refundable and insurance coverage purchased through the York Region District School Board is non-refundable after three permit uses.
- * Building Service charges are subject to a 4 hour minimum charge on Saturdays, Sundays, and statutory holidays. These charges apply where a caretaker is not on scheduled duty.

\$32.00 per hour per Caretaker on Saturday

\$42.00 per hour per Caretaker on Sunday/Statutory Holidays

- Users requesting a cafeteria kitchen will need to negotiate fees and arrangements directly with the food service provider. Written instructions will be provided by the Permit Department.

SCHEDULE "B"**EQUIPMENT, FURNITURE, AND SPORTS EQUIPMENT**

1. Classes A, B and C1 - No fees required
2. Classes C2, C3, D1, D2, D3, E and F - Fees listed below

Furniture	Per Use
Chairs – per 100	\$15.75
Tables – per table	\$3.15
Upright piano, plus tuning if required	\$36.75
Grand piano, plus tuning if required	\$63.00
All related piano tuning costs are the responsibility of the permit holder.	

Equipment	Per Use
TV, VCR, Projector, Overhead, etc.	\$15.75
P.A. Systems – Elementary	\$21.00
Each additional microphone	\$5.25
P.A. Systems – Secondary	\$31.50
Each additional microphone	\$5.25
Stage Lighting – Elementary	\$21.00
Stage Lighting – Secondary	\$63.00

Specialized A.V. equipment (P.A. system, lighting) in secondary schools can be operated by authorized personnel and paid for by the permit holder directly to the secondary school at the current hourly rate. Note: Arrangements for use of equipment, furniture, and sports equipment must be made at the time of permit booking.

SCHEDULE "B" (cont'd)

Sports Equipment	Single Use	Up To 9 Uses	Up To 19 Uses	20 And Over
Basketball hoops	\$5.25	\$15.75	\$21.00	\$42.00
Basketballs or Volleyballs	\$5.25	\$15.75	\$21.00	\$36.75
Basketballs & Volleyballs	\$8.40	\$25.20	\$33.60	\$50.40
Badminton or Volleyball standards	\$5.25	\$8.40	\$15.75	\$26.25
Badminton or Volleyball nets	\$5.25	\$8.40	\$15.75	\$26.25
Nets and standards	\$10.50	16.80	33.60	52.50
Volleyballs, nets, standards	\$15.75	\$36.75	\$47.25	\$68.25
Goals	\$5.25	\$15.75	\$21.00	\$42.00
Gym apparatus, including mats	\$15.75	\$36.75	\$47.25	\$68.25
Mats	\$10.50	\$21.00	\$31.50	\$52.50

G.S.T. #R119306462. All furniture and equipment fees are subject to G.S.T.

*No charge to C1 for equipment

SCHEDULE "E"
APPROVED SUMMER PROGRAMS IN SCHOOL FACILITIES
Monday – Friday Rates

SCHOOL FACILITIES	FACILITY FEE
Classroom space	\$75.60 per week
Lunchroom	\$84.00 per week
Gymnasium/General Purpose – Elementary school, exclusive space	\$168.00 per week
Gymnasium (single) – secondary school/elementary school, shared space	\$84.00 per week
Gymnasium (single) – secondary school, exclusive space	\$168.00 per week
Gymnasium (double) – secondary school, shared space	\$168.00 per week
Gymnasium (double) – secondary school, exclusive space	\$294.00 per week
Cafeteria	\$210.00 per week

Facility Rental Rates in Schedule E are reviewed annually and adjusted for cost recovery. A non-refundable processing fee of \$36.75 is applicable.

Check List for Application Processing. Please make sure to include the following:

- Proof of Liability Insurance naming The York Region District School Board as co-insured for \$2,000,000 enclosed _____
- or _____
- Insurance purchased through Permit Department _____
- Permit Application fully completed _____
- Cheque for administrative fee and insurance enclosed _____

Your Permit Package includes the following:

- a) Community Use of Schools User Guide
- b) Schools at a Glance
- c) Permit Application
- d) Return addressed envelope

Note: If permits are not received by the Permit Department by the requested dates, your priority for placement will no longer be guaranteed.

Please Note:

1. All fees are subject to G.S.T. except insurance which is subject to P.S.T..
2. All fees are payable in advance. Cash, Cheques and Credit Cards are accepted and post dated payments may be arranged.
3. Building Service charges are estimated at the time of booking, and will be adjusted if necessary.
4. The permit holder is responsible and accountable for all and any damages arising out of the use of the facility.
5. The permit holder shall save harmless the Board from any claims for loss of income or damages that may arise out of the use of the facility or for the loss or theft of any articles belonging to the permit holder.
6. All facilities are permitted as is and the applicant shall be responsible for ensuring the facilities and grounds are suitable for the permitted activities.
7. All requests for revisions shall be in writing.
8. Please provide contract number or customer number on cheques, correspondence, or when calling The York Region District School Board’s Permit Department.

**Specified Dates and Timelines for:
In-School Use and Permit Bookings (Dates Subject to Change)**

Month	April				May				June				July				August					
Date	6	13	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	31

In-School Permits

Secondary In-School permits received by Permit Department (June 18)										*													
Elementary In-School permits received by Permit Department (June 18)										*													
Continuing Education permits received by Permit Department (June 10)										*													

School Year External Permits (External Clients)

External permits received by Permit Department (June 1)									*														
Approved External permits – Mailing Date (mailed to external clients August 15)																			*				

Summer Programs

Internal and External permits received by Permit Department (March 15)	*																						
Approval Granted for summer permits (April 30)				*																			

Note: If permits are not received by the Permit Department by the requested dates, your priority for placement will no longer be guaranteed.



Group Insurance Policy Premiums
Prices Already Include Provincial Sales Tax (P.S.T.)

1. Sport Activities

Low Risk – Badminton, Curling, Tennis, Bowling, Horseshoes
Medium Risk – Baseball, Basketball, Field Hockey, Hand Ball, Racquetball, Soccer, Softball, Volleyball, Squash, Tack and Field
High Risk - Boxing, Diving, Rugby, Canoeing, Cycling, Football, Gymnastics, Martial Arts, Rowing, Sailing, Speed Skating, Swimming, Water Polo, Weightlifting, Wrestling

All Season Sports

Number of Participants	Low Risk Rate	Medium Risk Rate	High Risk Rate
1-25	\$81.00	\$162.00	Refer
26-100	\$162.00	\$324.00	Refer
101-250	\$243.00	\$486.00	Refer
Over 250	Refer	Refer	Refer

One Day Sport Activities

Number of Participants	Low Risk Rate	Medium Risk Rate	High Risk Rate
1-25	\$27.00	\$54.00	Refer
26-100	\$54.00	\$108.00	Refer
101-250	\$81.00	\$162.00	Refer
Over 250	Refer	Refer	Refer

2. Meetings/Events

Meetings

Number of Participants	Daily Rate	3 Uses	5 Uses
1-25	\$16.20	\$32.40	\$48.60
26-100	\$27.00	\$54.00	\$81.00
101-250	\$54.00	\$108.00	\$162.00
251-500	\$108.00	\$216.00	\$324.00
Over 500	Refer	Refer	Refer

Events

Number of Participants	Daily Rate	3 Uses	5 Uses
1-25	\$54.00	\$108.00	\$162.00
26-100	\$108.00	\$216.00	\$324.00
101-250	\$135.00	\$270.00	\$405.00
251-500	\$162.00	\$324.00	\$486.00
501-1000	\$270.00	\$540.00	\$810.00
Over 1000	Refer	Refer	Refer

A liability insurance certificate will be issued to your group and a copy will be furnished to you with your permit.

APPLICATION FOR USE OF SCHOOL FACILITIES

SEE REVERSE SIDE FOR TERMS GOVERNING COMMUNITY USE OF SCHOOLS

SCHOOL(S) REQUESTED: _____

NAME OF APPLICANT: _____ NAME OF USER GROUP: _____

ADDRESS: _____ ALTERNATE CONTACT PHONE NUMBER: _____

CITY: _____ POSTAL CODE: _____ HOME #: () _____ BUSINESS #: () _____

HOME #: () _____ BUSINESS # () _____ FAX #: () _____

FAX #: () _____ E-Mail _____

PARTICIPATING: CHILDREN: _____ ADULTS: _____ EXPECTED ATTENDANCE INCLUDING GUESTS AND SPECTATORS: _____

DAY REQUESTED	FREQUENCY (i.e. weekly)	START DATE	END DATE	ENTRY TIME	EXIT TIME
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY (EXTRA \$32.00/HR + CLEAN UP)					
SUNDAY (EXTRA \$42.00/HR + CLEAN UP)					

FACILITIES AND OR EQUIPMENT REQUESTED

# OF CLASSROOMS	# TABLES
CAFETERIA WITH KITCHEN	# BASKETBALLS
CATERIA WITHOUT KITCHEN	# VOLLEYBALLS
GYMNASIUM SINGLE	NETS - VOLLEYBALL ____ BADMINTON ____
GYMNASIUM DOUBLE	STANDARDS- VOLLEYBALL ____ BADMINTON ____
GENERAL PURPOSE ROOM	NETS & STANDARDS - VOLLEYBALL ____ BADMINTON ____
LUNCHROOM	MATS
# OF CHAIRS	GOALS
OTHER PLEASE LIST	HOOPS

FACILITIES TO BE USED FOR WHAT PURPOSE? (BE SPECIFIC)

CHEQUE ENCLOSED FOR EQUIPMENT FEE , LIABILITY INSURANCE PREMIUM & THE NON-REFUNDABLE PROCESSING FEE: YES _____ NO _____

Visa _____ Mastercard _____ American Express _____ Card # _____ Expiry Date _____ Debit Amount \$ _____

PROOF OF LIABILITY INSURANCE ENCLOSED: YES _____ NO _____

DO YOU WISH TO PURCHASE BOARD INSURANCE? YES _____ NO _____

SPECIAL INSTRUCTIONS FOR SET UP:

I HAVE READ THE TERMS ON THE REVERSE SIDE OF THIS FORM AND ACCEPT THE RESPONSIBILITY FOR THEIR ENFORCEMENT. I AGREE THAT THESE TERMS ARE THE TERMS OF THE PERMIT. I ALSO CONSENT TO THE DISCLOSURE OF MY NAME AND TELEPHONE NUMBER FOR THOSE WHO INQUIRE:

APPLICANTS SIGNATURE _____ DAY _____ MONTH _____ YEAR _____

YORK REGION DISTRICT SCHOOL BOARD
 COMMUNITY SERVICES
 EDUCATION CENTRE AURORA
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PLEASE TYPE OR PRINT CLEARLY AND RETAIN THE DUPLICATE COPY.
 FORWARD THE ORIGINAL COPY TO COMMUNITY SERVICES.
 FORM P412-02
 January 2001
 LEG - COMMUNITY SERVICES - RETENTION 6 YEARS

(I) IN ACCORDANCE WITH THE ONTARIO SALES TAX, THE HOLDER OF THIS PERMIT, IF ANY ARTICLE SUBJECT TO TAX IS TO BE SOLD, MUST OBTAIN A SALES LICENSE FROM THE ONTARIO TREASURY DEPT., COLLECT TAX AND REMIT TO THE TREASURY DEPT. (11) PERSUANT TO SECTION 171(1) OF THE EDUCATIONACT, THE PERSONAL INFORMATION OBTAINED WILL BE USED FOR THE ONGOING ADMINISTRATION OF THE APPROPRIATE COMMUNITY USE OF SCHOOLS AND THE CREATION OF THE PERMIT.

**YORK REGION DISTRICT SCHOOL BOARD
COMMUNITY USE OF SCHOOLS
Terms governing use of school facilities are printed on the permit; they shall be strictly observed.**

1.0 PERMIT CONDITIONS

Community use of Board facilities is generally from 6:00 PM to 10:30 PM on weekdays and from 8:00 AM to 11:00 PM on weekend and is based upon an agreement entered into between the Board and the user. These agreements are issued through the permitting process. Each permit is processed in accordance with the following prescribed set of requirements. Long term arrangements (e.g. lease, shared use, multi-use agreements) are negotiated in a manner separate from this procedure.

- 1) A permit is required for all community use on school days between 6:00 PM and 10:30 PM and on Saturdays and Sundays between the hours of 8:00 AM and 11:00 PM. Permits are not granted during the instructional and co-curricular hours of 8:00 AM to 6:00 PM except for Before and After School Child Care programs and Board or Board approved educational programs. For those times when a school is not regularly staffed by caretakers, additional charges for supplies and utilities (Building Services charge) will be estimated at the time of the application and may be adjusted periodically during the permit according to actual cost.
- 2) Primary consideration will be given to groups with 75% of their participants living in York Region.
- 3) The group to which the permit is issued shall be responsible and accountable for any and all damages arising out of the use of the facilities by any participants, guests or speakers, and for enforcing the terms on which the permit has been granted. A Permit Occurrence Report, Form P412-01, is to be used for reporting problems with user groups failing to follow the terms of the permit and/or when loss or damage to property and equipment occurs during the permit use. If the problem is of a serious nature, it must be reported to the Coordinator of Community Services at the Education Centre Aurora and followed-up with the completion of Form P412-01.
- 4) Principals and caretakers are to share, with their teaching staff, the room locations and days of permit bookings. Often, bookings are consistent throughout the school year. Personnel most familiar with their room and equipment can more easily assess problems immediately after the permit use.
- 5) The group to which the permit is issued shall save harmless the Board from any claims for loss of income or damages that may arise out of the use of the facilities or for the loss or theft of any articles belonging to the permit holder. Proof of liability insurance in the name of the user group with the York Region District School Board listed as co-insured must be provided by the individual applicant at the time of application.
- 6) The Board may require the posting of a bond or security deposit with any application for the rental of school facilities. Such a bond shall be intended to protect the Board against damage to the facilities and/or any additional expenses incurred by the Board in supervising and cleaning the premises. It may be returned, all or in part, following the assessment of such damage and expenses.
- 7) Permits for children and youth using of gym space will generally be allocated in the preferred time frame of 6:00 PM to 8:00 PM.
- 8) Activities considered by the Board injurious to the school grounds and/or facilities shall be prohibited (eg. rollerskating).
- 9) Strictly adhered to terms governing use of school facilities are printed on the permit.
- 10) Permit holders must make arrangements through the Permit Department for transferring permits.
- 11) All facilities are permitted as is and the applicant shall be responsible for ensuring that the facilities and grounds are suitable for the permitted activities.
- 12) All overdue accounts may be subject to an interest charge of 12% per year or 1% per month for all overdue accounts. NSF cheques have a service charge of \$37.45

2.0 Operating dates for Permits

School Year permits will be granted for the use of school facilities on or about the second week in September to the second last week in June in the current school year of issue. Permits are cancelled during school holidays, the December break, March break, and all statutory holidays unless special permission is granted. Permits continue on Professional Activity Days.

[Summer Programs in School Facilities](#)

Board approved summer school programs, municipal summer programs and other non-profit children and youth programs shall make an application to the Community Permit Office prior to April 1st of each year and these requests will be confirmed by April 30th of each year. Summer permits will be granted between July and mid August unless negotiated at the time of application. If the permit requires an excess of 8 hours of caretaking, overtime rates will apply. The normal operational hours are from 8:00 AM to 4:00 PM. (Summer facility rental rates are on Schedule "E"). Permits for summer use, may be limited due to maintenance, renovations and major cleaning.

3.0 RESTRICTIONS

The consumption of alcoholic beverages is prohibited at all times in all schools, school sites and in all other Board buildings except where shared use agreements specify. Smoking is prohibited in all Board operated buildings or on Board property. Permit privileges can be withdrawn for violations. Games of chance in any form are prohibited in all schools. Weapons of any kind are prohibited and are a violation of the Safe Schools Policy.

4.0 SUPERVISION

- 1) For permitted school activities, the employee permit holder shall be accountable to the school principal or her/his designate. For all other permitted activities, a caretaker, or such other employee as the Board may designate, shall be on duty during permitted times and is in charge of the facility. Keys are not allowed out of the possession of the authorized employee of the Board.
- 2) While in a permitted school building, the members of any group or organization, including spectators, shall be under the immediate supervision and control of competent and trustworthy adults (18 years or over) who shall personally be responsible for the observance of the Board's requirements. If the program requires the use of more than one room, the organization holding the permit shall provide at least one adult supervisor for each room in use. Adults supervising activities shall identify themselves to the caretaker. The supervisor shall be present in her/his designated space at all times. If school use includes other space (e.g. washrooms, corridors, etc.) a "floating" supervisor is required.
- 3) The duty caretaker will orient the permit holder to the facility. The building must be vacated within 15 minutes after the exit permit time or extra fees may be applied.

5.0 INSURANCE REQUIREMENTS

The York Region District School Board's liability coverage for Community Use of Schools protects the Board against liability claims. The Board's Insurance coverage **DOES NOT** protect users or user groups. The user shall provide proof of \$2,000,000 of liability insurance with the Board named as insured. The Board has arranged with a carrier to provide insurance coverage, at competitive prices, for community groups without their own coverage.

6.0 CANCELLATION/RENEWAL

- 1) The Board maintains the right to suspend or cancel, without notice, any permit if facilities are misused, if there is inadequate supervision of activities, a lack of cooperation with Board staff, or non-payment of permit fees. The Board may cancel a permit date if the facility is needed by the school. In the event of such suspension or cancellation, the applicant has no claims or rights to compensation from the Board for any loss, damage or expense resulting from suspension or cancellation.
- 2) In the event that the building is required for school purposes, the permit holder may be permitted to use the building on an alternate day mutually agreed to by both parties. The Board will give notice of such cancellation but in emergencies (e.g. mechanical breakdown, inclement weather, safety/labour issues) the Board reserves the right to cancel without notice.
- 3) In the event that the permit holder requests a cancellation, notice must be given to the Community Permit Office prior to the permit date. For weekend permits, holders shall give 48 hours cancellation notice for Saturdays and 72 hours for Sundays to avoid incurring unnecessary building service charges.
- 4) Permits will be pre-empted with due notice if the space is required for polling stations.
- 5) All permit holders will be mailed a permit renewal package for the fall permit period by the end of March of the current year. It is the responsibility of the permit holder to ensure that all relevant information is received.
- 6) The annual renewal of permits shall be considered subject to the availability of declared space by individual schools, the changing needs of the community and the permit holders from the previous year.
- 7) Renewals will only be considered when all prior fees and/or balances have been paid.
- 8) A \$10.50 fee per revision will be applied to all accounts after three revisions to the permit account have been initiated by the permit holder.

7.0 ADVERTISING

All advertising (tickets, leaflets, newspaper advertisements, radio or television announcements, etc.) shall contain the telephone number and address of the permit holder from whom information can be obtained. The telephone number of the school and the Community Permit Office shall NOT be included in any advertising material. The user shall provide proof of \$2,000,000 of liability insurance with the Board named as insured. The Board has arranged with a carrier to provide insurance coverage, at competitive prices, for community groups without their own coverage. Advertisements should not contain information suggesting any endorsement of the activity by the York Region District School Board, or any use of the Board logo, past or present.

8.0 FIRE /EMERGENCY PLAN AND FIRE DRILLS

8.1 Fire regulations stipulate that all aisles and exits and fire routes must be kept free from obstruction. All persons must leave the building immediately when an alarm is sounded, or when requested by Board Staff, Police or Fire Officials.