



The Education Centre Aurora
60 Wellington St. West
Box 40
Aurora, Ontario
L4G 3H2

Community Use of Schools User Guide
&
Fee Schedule

Telephone: 905-727-0022, 905-895-7227, 905-722-6255 or 416-969-7170 extension 2150

Facsimile: 905-727-3953

E-Mail: permits@yrdsb.edu.on.ca

Website: www.yrdsb.edu.on.ca

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YORK REGION DISTRICT SCHOOL BOARD

COMMUNITY USE OF SCHOOLS

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. leases, shared use, and multi-use agreements) are negotiated in a manner separate from this procedure.

A. 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.
- 2) For those times when a school is not regularly staffed by caretakers, additional charges for caretaking, supplies, utilities, etc. will be estimated at the time of the application and may be adjusted periodically during the permit according to actual cost.
- 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
- 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) 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. If there is loss or damage of property attributed to the permit holder, the permit holder will be held liable for the said damage.
- 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 (e.g. rollerskating).
- 9) Terms governing use of school facilities are printed on the permit.
- 10) Permit holders must make arrangements through the Permit Department for transferring of contact or permit information. Permit holders are not allowed to sublet or assign the permit.
- 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 floor hockey permits must use plastic blades and shafts. For more information please contact the Permit Department.
- 13) Soccer nets are not supplied by The York Region District School Board.
- 14) If permits are not received by the Permit Department by the requested dates, your priority for placement will no longer be guaranteed.
- 15) Permits will not be refunded due to poor weather.

B. Operating Dates for School Year 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 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

- * Permits for summer use may be limited due to maintenance, renovations and major cleaning.
- * Summer permits will be granted between July and mid August. If the permit requires an excess of 8 hours of caretaking overtime and facility rates will apply. The normal operational hours are from 8:00 AM to 4:00 PM.

C. Restrictions

- * All Board policies and procedures must be followed. 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.

D. Supervision

- 1) For permitted school activities, the employee permit holder shall be accountable to the school principal or her/his designate
- 2) 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. If their direction is not followed the permit may be cancelled without notice. 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 older) 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.
- 6) The building must be vacated within 15 minutes after the exit time or extra fees may be applied.

E. 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. Insurance will be applied to the first two schools permitted. However, any subsequent schools

permitted after that will not be charged. If the permit holder's insurance is not received by the Community Use department with the application form, the community use department will automatically apply insurance premiums to the permits on behalf of the permit holder. This insurance will be 50% refundable within two weeks of start date, and non-refundable after two weeks from start date.

F. 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 request 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, and 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 in writing 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 the permit charges. An additional fee of \$12.74 will be applied to all permits after three changes have been made by the permit holder.
- 4) Permits will be pre-empted with due notice if the space is required for polling stations.
- 5) All permit holders will be mailed, e-mailed or faxed a permit renewal package for the fall/summer permit period. 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, Continuing Education's needs the changing needs of the community and the permit holders from the previous year. The permit department will help in all changes or nights due to the school's availability.
- 7) Renewals will only be considered when all prior fees and/or balances have been paid.
- 8) A charge of \$42.54 will be charged on all NSF cheques or declined credit cards.
- 9) Any permit may be cancelled without notice if any of the Board's policies or procedures is not strictly followed.

G. Equipment

- 1) Rental of a classroom includes furniture and fixtures. Fees for various types of additional furniture and audiovisual and sports equipment are listed in Schedule "B".
- 2) Any damage attributed to the permit holder will be reimbursed by the said group.
- 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.

H. Storage

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

I. 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.
- 4) Educational services will be required to advise clients that their programs are not part of the York Region District School Board and that the Board does not endorse or accredit their programs.

J. 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.

Where the fire alarm is sounded, every occupant shall participate in accordance with the Board's fire/emergency plan.

K. 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.

L. Playing Fields

* Groups should contact the York Region District School Board's Permit Department or the Parks and Recreation Department in their community.

M. 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.
- 2) All permit charges shall be paid by cash, cheques, 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. **Any account which has a balance of \$500 or less must be paid in full before the permit is issued.**

N. 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

Class B NEGOTIATED AGREEMENTS

Fees agreed to by Board and user. Examples include childcares and film companies.

Class C COMMUNITY GROUPS: NOT-FOR-PROFIT YOUTH RELATED COMMUNITY GROUPS

C: Not-for-profit Youth related Community Groups – Activities run by local not-for-profit youth groups such as Boy Scouts, Girl Guides, 4H Clubs and Cadets as well as Seniors groups, etc. Youth groups are those where the participants are under the age of 18 or under the age of 28 for groups serving people with a disability.

- During the school week the facility will be at no charge and the non-school day rate will be \$20/hr for use of the gym or classroom. A processing fee of \$35.00 is charged for each school permit.

Facility (Weekday Rates) The following rates are as per anticipated Ministry Grant for 2006/2007 year. If funding does not occur, rates will be restored, and a new invoice would be issued.	Not-for-profit Youth related Community Groups
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	C
Classroom/Lunchroom	N/C
General Purpose Room Elementary	N/C
Gymnasium – Elementary	N/C
Gymnasium – single –Secondary	N/C
Gymnasium – double – Secondary	N/C
Cafeteria – Secondary (without kitchen)	N/C
Cafeteria – Secondary (with kitchen)	N/C
Library – Elementary	N/C
Library – Secondary	N/C
Special Room or area determined at time of application for permit	N/C
Single / Multi-use processing fee	\$35.00

Class D COMMUNITY GROUPS: NOT-FOR-PROFIT CHILDREN’S SPORT AND RECREATION Community Groups

D: Not-for-profit recognized children’s sport and recreation service providers- Examples include municipalities, children’s service clubs, children’s Sport Associations, etc.

- These groups will pay per use for each classroom, or other requested space except for the gymnasium which is billed on an hourly basis. The non-school day rate will be \$20/hr for use of the gym or classroom. A processing fee of \$35.00 is charged for each school permit.

Facility (Weekday Rates) The following rates are as per anticipated Ministry Grant for 2006/2007 year. If funding does not occur, rates will be restored, and a new invoice would be issued.	Not-for-profit Youth Sports & Recreation Community Groups
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	D
Classroom/Lunchroom	\$2.75
General Purpose Room Elementary	\$1.37/hr
Gymnasium – Elementary	\$1.37/hr
Gymnasium – single –Secondary	\$1.37/hr
Gymnasium – double – Secondary	\$1.37/hr
Cafeteria – Secondary (without kitchen)	\$2.75
Cafeteria – Secondary (with kitchen)	\$2.75
Library – Elementary	\$2.75
Library – Secondary	\$2.75
Special Room or area determined at time of application for permit	\$2.75
Single / Multi-use processing fee	\$35.00

Class E COMMUNITY GROUPS: NOT-FOR-PROFIT SERVICE-ORIENTED AGENCIES/GROUPS THAT ARE MIXED ADULT/CHILD ACTIVITIES WITH OR WITHOUT ADMISSION/PARTICIPATION FEE

- E: Other Adult or Children’s Recreation or Leisure** such as local service clubs, community health associations, adult/children leisure or recreational activities operated by service groups, sports associations, community groups, etc.
- These groups will pay per use for each classroom or other requested space except for the gymnasium which is billed on an hourly basis. The non-school day rate will be \$30/hr for use of the gym or classroom A processing fee of \$35.00 is charged for each school permit.

FACILITY (Weekday Rates) The following rates are as per anticipated Ministry Grant for 2006/2007 year. If funding does not occur, rates will be restored, and a new invoice would be issued.	ADULT / CHILDREN LEISURE
	E
Classroom/Lunchroom	\$4.15
General Purpose Room Elementary	\$2.07
Gymnasium – Elementary	\$2.07
Gymnasium – single –Secondary	\$2.07
Gymnasium – double –Secondary	\$2.07
Cafeteria – Secondary(without kitchen)	\$4.15
Cafeteria – Secondary (with kitchen)	\$4.15
Library – Elementary	\$4.15
Library – Secondary	\$4.15
Special Room or area determined at time of application for permit	\$4.15
Single / Multi-use processing fee	\$35.00

Class F COMMUNITY GROUPS: NOT-FOR-PROFIT NON-RECREATIONAL COMMUNITY ACTIVITIES

- F: Not for Profit Non-recreational community activities. E.g. condo meetings, cultural or faith activities, banquets, weddings, parties, recitals, craft shows, etc.**
- These groups will pay per use for each classroom or other requested space except for the gymnasium which is billed on an hourly basis. A processing fee of \$42.54 is charged for each school permit.

SCHEDULE “F”

FACILITY	NON-RECREATION ACTIVITIES
	F
Classroom/Lunchroom	\$16.44
General Purpose Room Elementary	\$13.15/hr
Gymnasium – Elementary	\$16.37/hr
Gymnasium – single –Secondary	\$16.37/hr
Gymnasium – double –Secondary	\$32.83/hr
Cafeteria – Secondary(without kitchen)	\$65.65
Cafeteria – Secondary (with kitchen)	\$98.46
Library – Elementary	\$49.20
Library – Secondary	\$65.65
Special Room or area determined at time of application for permit	\$98.46
Multi-use processing fee	\$103.32
Single use processing fee	\$42.54

COMMERCIAL GROUPS: ANY BUSINESS THAT IS OPERATED AS A CORPORATION, PARTNERSHIP OR PROPRIETORSHIP

- G:** Individuals or groups providing services or programs to the community and charging an admission, participation and/or user fee (paid supervision or instruction), such as
- music, dance, drama, gymnastics instruction, martial arts, etc.
- H:** Groups involved in providing commercial education programs including private schools.
- I:** Corporations providing but not limited to employee or client functions, employee training sessions, meetings, seasonal parties, etc.

Commercial Groups: Any business that are operated as a corporation, partnership, or proprietorship:

FACILITY	COMMERCIAL RECREATIONAL PROGRAMS	Commercial Education Programs including Private Schools	OTHER PROFIT VENTURES
	G	H	I
Classroom / Lunchroom	\$18.24	\$23.39	\$115.48 / \$218.79
General Purpose Room Elementary	\$14.58/hr	\$18.96/hr	\$100.25/hr
Gymnasium – Elementary	\$18.24/hr	\$23.71/hr	\$106.32/hr
Gymnasium - single – Secondary	\$18.24/hr	\$23.71/hr	\$106.32/hr
Gymnasium – double – Secondary	\$36.47/hr	\$47.40/hr	\$209.65/hr
Cafeteria – Secondary (without kitchen)	\$72.93	\$94.82	\$486.20
Cafeteria – Secondary (with kitchen)	\$109.40	\$142.22	\$619.89
Library – Elementary	\$54.71	\$71.12	\$194.48
Library – Secondary	\$72.93	\$94.82	\$194.48
Special Room or area determined at time of application for permit	\$109.40	\$109.40	\$109.40
Multi-use processing fee	\$103.32	\$103.32	\$103.32
Single use processing fee	\$42.54	\$42.54	\$42.54

Notes:

- * For all classifications, processing fees are non-refundable.
- * Caretaking and Facility Fees are subject to a 4 hour minimum use on Saturdays and Sundays.
- Hourly Caretaking Service charges apply where a caretaker is not on scheduled duty as listed below:
 - \$34.00 per hour per Caretaker on Saturday
 - \$44.00 per hour per Caretaker on Sunday and statutory holidays
- Hourly Facility Service charges apply on Saturdays, Sundays and statutory holidays are listed below:
 - \$27.56/hr for community groups (group F)
 - \$44.10/hr for commercial groups (groups G, H, I)
- Users requesting a cafeteria kitchen to be leased to concessionaires will need to negotiate a fee and arrangements for use of kitchen facilities.
- 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.

SCHEDULE “B”

EQUIPMENT, FURNITURE, AND SPORTS EQUIPMENT

If the Board cannot supply the required amount or type of furniture or equipment it will be the responsibility of the permit holder to supply the additional furniture or equipment.

For rates C, D, and E the following rates are as per anticipated Ministry Grant for 2006/2007 year. If funding does not occur, rates will be restored, and a new invoice would be issued.

Furniture Categories D, and E	Per Use	Up To 9 Uses	Up To 19 Uses	20 and Over
Chairs – per 100	\$15.00	\$45.45	\$60.6	\$121.20
Tables – per table	\$3.00	\$9.09	\$12.12	\$24.24
Podium	\$5.00	\$15.15	\$20.20	\$40.40
Upright piano, plus tuning if required	\$35.00	\$106.06	\$141.41	\$282.82
Grand piano, plus tuning if required	\$60.00	\$181.82	\$242.42	\$484.84
Flip Charts	\$3.00	\$9.09	\$12.12	\$24.24
All related piano tuning costs are the responsibility of the permit holder.				

Furniture Categories F,G,H, and I	Per Use	Up To 9 Uses	Up To 19 Uses	20 and Over
Chairs – per 100	\$18.24	\$54.71	\$72.94	\$145.89
Tables – per table	\$3.65	\$25.55	\$58.39	\$127.72
Podium	\$6.08	\$42.53	\$97.20	\$182.25
Upright piano, plus tuning if required	\$42.53	\$127.61	\$170.13	\$340.27
Grand piano, plus tuning if required	\$72.93	\$218.79	\$291.72	\$583.02
Flip Charts	\$3.65	\$25.55	\$58.39	\$127.72
All related piano tuning costs are the responsibility of the permit holder.				

Equipment Categories D, and E	Per Use	Up To 9 Uses	Up To 19 Uses	20 and Over
TV, VCR, Projector, Overhead, etc.	\$15.00	\$45.45	\$60.6	\$121.20
P.A. Systems – Elementary	\$20.00	\$60.60	\$80.80	\$160.60
Each microphone	\$5.00	\$15.15	\$20.20	\$40.40
P.A. Systems – Secondary	\$30.00	\$90.90	\$121.21	\$242.42
Stage Lighting – Elementary	\$20.00	\$60.60	\$80.80	\$160.60
Stage Lighting – Secondary	\$60.00	\$181.81	\$242.42	\$484.85
Electronic Score Clocks are available only with school permission. All costs to be determined at time of approval of said equipment.				

Equipment Categories F,G,H, and I	Per Use	Up To 9 Uses	Up To 19 Uses	20 and Over
TV, VCR, Projector, Overhead, etc.	\$18.24	\$54.71	\$72.94	\$145.89
P.A. Systems – Elementary	\$24.31	\$72.93	\$97.24	\$194.48
Each microphone	\$6.08	\$42.53	\$97.24	\$182.25
P.A. Systems – Secondary	\$36.47	\$109.41	\$145.89	\$291.76
Stage Lighting – Elementary	\$24.31	\$72.93	\$97.24	\$194.48
Stage Lighting – Secondary	\$72.93	\$218.79	\$291.72	\$583.43
Electronic Score Clocks are available only with school permission. All costs to be determined at time of approval of said equipment.				

Specialized equipment (e.g. P.A. system, lighting) in secondary schools can be operated by authorized personnel provided by the school 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 and confirmed by the permit holder with the school.

Sports Equipment Categories D, And E	Single Use	Up To 9 Uses	Up To 19 Uses	20 And Over
Basketball hoops except “D”	\$5.00	\$15.00	\$20.00	\$40.00
Basketballs or Volleyballs	\$5.00	\$15.00	\$20.00	\$40.00
Basketballs and Volleyballs	\$8.00	\$24.00	\$32.00	\$48.00
Badminton or Volleyball standards	\$5.00	\$8.00	\$15.00	\$25.00
Badminton or Volleyball nets	\$5.00	\$8.00	\$15.00	\$25.00
Nets and standards	\$10.00	\$16.00	\$30.00	\$50.00
Volleyball nets, standards, balls	\$15.00	\$35.00	\$45.00	\$65.00
Floor Hockey Nets	\$5.00	\$15.00	\$20.00	\$40.00
Gym apparatus, including mats	\$15.00	\$35.00	\$45.00	\$65.00
Mats	\$10.00	\$20.00	\$30.00	\$50.00

SCHEDULE "E"

Sports Equipment Categories F, G, H, And I	Single Use	Up To 9 Uses	Up To 19 Uses	20 And Over
Basketball hoops	\$6.08	\$18.24	\$24.31	\$48.63
Basketballs or Volleyballs	\$6.08	\$18.24	\$24.31	42.54
Basketballs and Volleyballs	\$9.72	\$29.17	\$38.89	\$58.35
Badminton or Volleyball standards	\$6.08	\$9.72	\$18.24	\$31.44
Badminton or Volleyball nets	\$6.08	\$9.72	\$18.24	\$31.44
Nets and standards	\$12.16	\$19.45	\$38.89	\$60.78
Volleyball nets, standards, balls	\$18.24	\$42.54	\$54.71	\$79.00
Floor Hockey Nets	\$6.08	\$18.24	\$24.31	\$48.63
Gym apparatus, including mats	\$18.24	\$42.54	\$54.71	\$79.00
Mats	\$12.16	\$24.31	\$36.47	\$60.77

**SUMMER NOT FOR PROFIT CHILDREN, MUNICIPAL AND ADULT RECREATION PROGRAMS
Monday – Friday Rates**

For rates C, D, and E the following rates are as per anticipated Ministry Grant for 2006/2007 year. If funding does not occur, rates will be restored, and a new invoice would be issued.

SCHOOL FACILITIES	FACILITY FEE
Classroom	\$36.00 per week
Lunchroom	\$40.00 per week
General Purpose – Elementary school, exclusive space	\$80.00 per week
Gymnasium (single) – secondary school, shared space 4 hrs or less	\$80.00 per week
Gymnasium (single) – secondary/elementary school, exclusive space	\$80.00 per week
Gymnasium (double) – secondary school, shared space 4hrs or less	\$80.00 per week
Gymnasium (double) – secondary school, exclusive space	\$140.00 per week
Cafeteria	\$100.00 per week

**SUMMER FOR PROFIT PROGRAMS
Monday – Friday Rates**

SCHOOL FACILITIES	FACILITY FEE
Classroom	\$114.61 per week
Lunchroom	\$126.41 per week
General Purpose – Elementary school, exclusive space	\$252.83 per week
Gymnasium (single) – secondary school, shared space 4 hrs or less	\$126.41 per week
Gymnasium (single) – secondary/elementary school, exclusive space	\$252.83 per week
Gymnasium (double) – secondary school, shared space 4 hrs or less	\$252.83 per week
Gymnasium (double) – secondary school, exclusive space	\$442.45 per week
Cafeteria	\$315.39 per week

FIELD USE:

The York Region District School Board will permit its fields from Mid May through Mid October depending on field condition due to weather. Each community group must apply for use of the field through a permit application form and submit this form back to the Community Use of Schools at the Board Office. The community group will pay an hourly fee for use of the field which will include the costs of maintenance on the field which will include grass cutting, aerating, fertilizing, overseeding, and topdressing. Lining of the field will be done by the user group or as a separate fee if requested through the Board.

The Board maintains its unrestricted rights to use the Board fields during school days during the hours of 6:00 am until 6:00 pm. The Board will maintain the right to cancel or restrict an permitted play on Board fields on non-school days or, after school hours. The Board will also maintain the right to cancel any play on its field due to weather conditions. If the community group allows the permit to continue after said notice, the community group will be held directly responsible for all additional costs for any resulting damage.

The following rates are as per anticipated Ministry Grant for 2006/2007 year. If funding does not occur, rates will be restored, and a new invoice would be issued.

Community Group	Elementary Field	Secondary Field
Child based user group (Under 18)	\$5.00	\$6.00
Adult Based User Group (Over 18)	\$9.50	\$10.75

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. Caretaking time, if charged, is estimated and may be adjusted periodically during your permit.
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 permit revisions shall be submitted in writing.
8. Please note all contract numbers or customer number on cheques, correspondence, or when calling The York Region District School Board’s Permit Department.

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, if applicable _____

Permit Application fully completed _____

Cheque for administrative fee and insurance enclosed _____

Copy of not for profit certificate if applicable _____

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
- e) Insurance package