

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	FACILITIES & GROUNDS	
<i>Management Guideline</i>	USE OF SCHOOL BUILDINGS AND EQUIPMENT	
<i>Applicable Policy</i>	USE OF SCHOOL BUILDINGS & EQUIPMENT	409

<i>Board Approved: October 18, 2016</i> <i>May 18, 2010</i> <i>June 25, 1999</i>	<i>Reviewed: October 4, 2016</i> <i>May 17, 2010</i> <i>April 25, 2006</i>	<i>Review By: December 2021</i>
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1.0 General Guidelines for External Facility and Grounds Use Community Use of Schools Program:

- 1.1 All Board facility use must comply with the applicable Board policies which are subject to change from time to time and said changes are to be considered as part of any Facility User Agreement upon passing of the policy by Board vote.
- 1.2 Student, school and board events shall take priority over any External User Group activities.
- 1.3 Any facility use during school hours is outside the scope of the Community Use of Schools program.
- 1.4 All after-school facility use must be approved by the Board. For more information, please visit www.sgdsb.on.ca Community Use of Schools Program.
- 1.5 Permit requestor will be required to carry insurance as determined by the Board, based on the nature of the activity and other factors which must be provided at time of permit application. Permit holder must match the name of the insured on liability insurance certificate.
- 1.6 Facility use request must be received at least fifteen (15) school operating days prior to the first event date listed on the permit.
- 1.7 School use by user groups as defined in section 2.0 before, during and after school hours is to be contingent upon direct permission of the Principal of that school or designate.
- 1.8 Community Use of Schools program approved permits are non-transferrable.
- 1.9 All after-hour facility use will be charged in accordance with section 3.0 . After-hour Fee Schedule.
- 1.10 The Board will not permit the use of the technical shop areas and equipment therein for other than instructional lessons in day or night school classes, or the repair and maintenance of Board owned equipment by Board maintenance staff, whenever necessary. Subject to approval by the Director or designate, use of shops shall only be permitted via a locally based college or the school itself.

Determination of which areas constitute technical shop areas lies with the Board and includes, but is not limited to woodworking, automotive, electronics, computers, broad-based technology, communications and small engines.

1.21 No storage of equipment on school site unless otherwise arranged and approved by principal.

1.22 User groups must provide a permit application to the school principal at least 30 days prior to the event date, for example, but not limited to e.g. time of use, food requirements, extra participants, entire permit cancellation, single event cancellation, etc.

For any last minute changes to permits user group required to notify the school via email @ [redacted] or by phone at [redacted] or by text at [redacted].

1.23 If a user group fails to honor their booking(s) without giving prior notice, the following actions will be taken:

1st no show: will result in a notification via online permitting system to permit holder,

2nd no show: the user group will be billed for the duration of the entire booked event as outlined in Fee Schedule 3.0;

3rd no show: the user group will be billed for the duration of the entire booked event as outlined in Fee Schedule 3.0;

- 1.46 No alterations, application of powder, wax, tape, or any other preparations to the floors, walls, ceilings or grounds unless approved by principal of school.
- 1.47 Questions or clarifications related to best practices, regarding use of schools by user groups using space before and after school, are to be brought forward to the custodian, or staff member on site, who will bring them forward to the principal of school the next business day.
- 1.48 The Board or its designates shall submit a Community Use of Schools report(s) to the Ministry of Education as per requirements outlined by the Ministry.

2.0 External Groups

External groups are all those groups that are not directly associated with Board operations
The fee structure for the various types of external users will be as follows:

TYPE A: Elected representatives and bonafide employees of the municipalities within the District, when conducting such activity clearly identified as municipal business (eg. Municipal, Board Union/Federation business meetings). Fees charged are subject to review and limitation by the Board (see (d)).

**Permit Alteration
Fee**

- 5.3 All Joint Facility User Partnerships shall meet the following requirements:
- Health and safety of students must be protected.
 - Partnerships must be appropriate for the school setting.
 - Entities that provide competing education services such as tutoring services, JK-12 private schools or private colleges, and credit-offering entities that are not government-funded, are not eligible partners.
- 5.4 A notification list of potential partners will be maintained by the Director or designate consisting of a minimum of the applicable entities listed in Ontario Regulation 444/98. If childcare operators and government-funded agencies request it, they will be added to the notification list. Other eligible agencies may be added to the notification list by the Director or designate.
- 5.5 The notification list will be updated on an annual, or more frequent, basis. Entities on the notification list will be notified when information is updated.
- 5.6 A public meeting will be held once per year in a community of the Board to discuss potential facility partnerships and to receive information on the needs of the communities within the Board. Details on the time and location of the meeting will be posted on the Board's website at [www.2022.2022.2022.2022.a](#)