



Community Use of Schools: A Guide for the Rental of School Facilities

Community Use of Schools is a Ministry of Education initiative that supports access to school space outside of school hours for not-for profit community groups. The following pages outline the costs and process for utilizing schools throughout the district.

PROCESS

An individual or group may request the use of a school or facility by contacting the school principal directly. All conditions and fees must be agreed to prior to the application being submitted to the Board for approval. Once the principal has conditionally approved the application, it is forwarded to the Boards facility department for final approval. At this point the custodial and rental fees will be confirmed, heating/cooling will be enabled for the event, and any other relevant conditions for the event will be communicated. The invoice is also generated at this time by the facilities department and emailed to the principal for distribution. All invoices must be agreed to, and paid for, prior to the event.

The initial application to the principal must be completed in full, including an email address to receive correspondence and the invoice.

Steps in requesting the use of a school

1. Read and agree to the RULES GOVERNING THE USE OF SCHOOL/FACILITY
2. Identify your group on the CATEGORY table
3. Complete the application form in full
4. Contact the school principal





USE OF FACILITIES - PERMIT APPLICATION

This application must be received by the Facilities Department at least 14 days prior to the starting date of the permit. See Rules Governing the Use of School/Administrative Properties.

Name of Group or Organization _____

Mailing Address _____

Telephone: _____ Fax: _____

Purpose of Permit _____

Number of People Attending _____

School/Administrative Facility _____

Date From _____ to _____

Time From _____ a.m. p.m. to _____ a.m. p.m.

Contact Person _____

Telephone Work _____ Extension _____ Home _____

The organization shall further undertake and agree to indemnify and save harmless the Board, its employees, agents or students.

Date of Application _____ **Signature** _____

Please complete the following information if you will be charging a fee in connection with this permit activity:

Membership Fee Program Fee Admission Fee Amount of Fee \$ _____

Facilities Required Gymnasium Bleachers Change Rooms

Classroom(s) Number of rooms required _____

Auditorium Library Cafetorium

Other Please specify _____

Rental Fee \$ _____ (office use only)

Caretaker Required No Yes.

Caretaker required to:

Open _____ hours Close _____ hours

Set-Up _____ hours Clean-Up _____ hours

(to be verified by custodial supervisor prior to approval)

Caretaker fee: _____ x _____ = _____ **(office use only)**

of hours

Fee per Hour

Total Caretaker Fee

TOTAL FEE \$ _____ (office use only)

(Rental Fee + Caretaker Fee)

Insurance Certificate of Insurance Attached

If Serving Alcohol -- Liquor License Attached PAL Insurance Attached Smart Serve Certificate # _____

Payment and a Certificate of Insurance are required prior to the issuance of the permit.



RATE SCHEDULE

Fees for the use of facilities are based on the type of organization. Organizations are categorized as follows:

Category #1 - Exempt from Paying Rental Fees

- Activities of the Board
- Meetings or activities sponsored by the Catholic Parent Teacher Association and/or School Advisory Council
- General meetings or activities of Community Health Associations
- Not-for-profit organizations involving youth, i.e., Boy Scouts, Cubs, Guides, Brownies, 4-H Clubs, Junior Farmers' Clubs
- Meetings/social functions of Catholic church-associated groups, i.e., Parish Councils, Catholic Women's' League, Catholic Youth Organization, Knights of Columbus
- Meetings of recognized Community Service Clubs

Category #2 - Fees are Paid on a Cost Recovery Basis

- Adult activity and recreational groups sponsored by other than recognized community recreational commission, i.e., dance or drama groups, choirs, cultural organizations
- Community functions sponsored by local community recreational commissions
- Industrial or business athletic groups and leagues for purposes authorized by the school principal (i.e. WOMBA, OBA)
- Concerts and other functions sponsored by service clubs and other local non-profit organizations where an admission fee is charged to help defray expenses and/or for charitable work in the community, as authorized by the school principal

Category #3- Commercial Enterprises

- All other groups not included in Category #1 or Category #2
- Commercial enterprises
- Private individuals

Fees to be paid to the Board will be the total of the rental fee and custodial fee.



RENTAL FEES

Rental fees are in addition to costs for cleaning, caretaking, set-up time, etc. and are subject to G.S.T.

The fees for each category are listed below:

<u>RENTAL AREA</u>	<u>CATEGORY</u>		
	1	2	3 Hourly Rate
<u>ELEMENTARY SCHOOL</u>			
Classroom	Nil	Nil	\$20
General Purpose Room or Gymnasium	Nil	Nil	\$40
Library	Nil	Nil	\$40
<u>SECONDARY SCHOOL</u>			
Gymnasium	Nil	Nil	\$60
Cafetorium	Nil	Nil	\$45
Classroom/Stage	Nil	Nil	\$20
Lecture Hall			
Sports field (striping not included)	Nil	Nil	\$95

CUSTODIAL FEES

Custodial fees are in *addition* to costs for the rental of the facility and are applicable whenever cleaning is required, as determined by a custodial supervisor.

<u>Coverage Required</u>	<u>CATEGORY</u>		
	1	2	3
During school hours	Nil	Nil	\$25/hr min. 1 hr.
After school hours, extension of custodial shift	-Nil for first 2 hours -then \$20/hour	\$20/hour	\$30/hour min 1 hr.
Outside of school hours, call in after shift (applies to all events with duration less than 4 hours/day)	-Nil for first 2 hours - then \$30/hour	\$30/hour min 2 hours	\$50/hour min 2 hrs.
Outside of school hours, call in after shift (applies to all events with duration greater than 4 hours/day and all tournaments)	-TBD by custodial supervisor prior to application approval - 2 hours/day covered by the Board min. - then \$30/hour	- Full custodial coverage required during the event - @ \$30/hour - Set up and clean up time TBD by custodial supervisors prior to application approval	- Full custodial coverage required during the event - @ \$50/hour - Set up and clean up time TBD by custodial supervisors prior to application approval
(valid for every day of use i.e. 3 day tournament, 3 days @ 2Hr min.)			

RULES GOVERNING THE USE OF SCHOOL/FACILITY

GENERAL

Below are detailed rules governing the use of all school facilities by community groups. Compliance with these rules will be monitored by Board personnel. **FAILURE TO COMPLY WITH ANY OF THE RULES WILL RESULT IN IMMEDIATE CANCELLATION OF THIS PERMIT BY THE LONDON DISTRICT CATHOLIC SCHOOL BOARD.**

RESERVATIONS

1. Schools/administrative facilities shall have first claim to the use of their respective buildings at all times and any agreement made with an outside organization will be contingent on the needs of the programs of the various schools/administrative facilities and such agreements may be terminated or altered at any time.
2. All use of schools/administrative facilities by outside groups shall be automatically cancelled when schools/administrative facilities are closed due to inclement weather, strikes or any other cause beyond the control of the Board.

USE OF FACILITY AND APPLICABLE CHARGES

1. ADEQUATE ADULT SUPERVISION (Adult is 21 years of age or older) must accompany all rental groups. This supervisor must be with the group at all times during the rental time period. It is the responsibility of the supervisor to ensure that the participants remain within the designated rental area, that damage to the building and grounds does not occur and that all group participants leave the school on or before the ending time of the rental permit. Board personnel will monitor all groups to ensure adequate supervision is maintained. When groups are arranging multiple facility space, there must be a supervisor in charge of each area; i.e. when many classrooms are used, there must be a supervisor for each classroom. Youth group members must not enter the school before the supervisor arrives.
2. Rubber-soled, non-marking shoes must be worn at all times in the gymnasium or auditorium for all sports activities. Floor hockey, ball hockey and indoor soccer are not permitted.
3. Rental Charges on this Agreement do not include the use of school equipment other than volleyball standards and basketball nets. Sporting equipment such as volleyball nets, balls, floor mats, scoreboard, etc. are use of any equipment, such as not included as part of the Rental Agreement. Sound and audio visual equipment are not included as part of the Rental Agreement. These items may be arranged directly with the school and an additional charge may apply.
4. The use of building or grounds must be confined to the hours specified by the applicant. Each rental group will inspect the rental facility with the Principal, Vice-Principal or Caretaker before and after the event. Any damage, problems during the event, extended time and additional hours for set-up/clean-up will be noted on this report. Any additional costs will be assessed to the Permit Holder NOTE: Overtime charges are subject to change without notice. The facility must be left in the same condition the group received it for use.
5. Certain minimum custodial coverage is required to ensure the school is clean and ready for us by the school the next day. All coverage and costs are outlined in the 'custodial fees' section.
6. The Board will seek full restitution for any damage done to its buildings or grounds by the rental group.
7. Permit and custodial fees shall be paid directly to the London District Catholic School Board. Cheques are made payable to the LONDON DISTRICT CATHOLIC SCHOOL BOARD. Permits will be held until payment is received. Fees for short-term permits (one month or less) shall be paid in full. Fees for long-term permits (more than one month) can be paid in advance with equal monthly installments beginning the 1st of every month. Once payment is received, the permit will be released to the organization. Any bank charges will be the responsibility of the group.
8. In default of payment or non-compliance with any conditions for use of facilities, as specified above, the accommodation will not be available.
9. Groups who cancel a permit must inform the school/administrative facility or the Facilities Department, in writing, seven days before the event. There will be a cancellation fee of \$25 if notice is less than seven days. The cancellation fee will be deducted from the amount of the refund. Organizations who alter the permit will be granted one free alteration to the permit. There will be a \$10 processing fee for each subsequent alteration.

LIABILITY AND INSURANCE

The rental organization agrees to the following:

1. To assume full responsibility for the acts and conduct of all persons admitted to the premises.
2. To release the Board from any and all liability to any person for any loss, damage, or injury to any persons or property incurred in or upon the premises.
3. To supply and provide proof of insurance. Organizations shall request a Certificate of Insurance from their insurance broker for General Liability Insurance in the amount of \$2 million, naming the "London District School Board" as an additional insured on the policy.
4. During the use and occupation of the premises, the Permit Holder shall indemnify and save harmless the London District Catholic School Board from and against any and all liability whatsoever resulting from injury or damage to person, persons or property as a result of the use and occupation of the premises.
5. To supply and provide proof of a Liquor License and Party Alcohol (PAL) if alcohol will be served.

MISCELLANEOUS

1. The Principal, Vice-Principal or Caretaker of the building will normally be on duty during the hours of possession by the group or a designate may be appointed by the Principal.
2. Permits are not assigned or transferable.
3. Arrangement must be made through the school/administrative facility for use of any equipment, such as tables/chairs, at least five days prior to occupancy.
4. No food or drink is to be served or consumed in the foyer or taken into auditoriums and gymnasiums. Alcoholic beverages will not be permitted in buildings or on the grounds without prior approval of the Director of Education.
5. There must be NO SMOKING in any part of the school/administrative facility or on school/administrative property as such is law according to Bill 119, subsection 9 and also the Insurance Schedule of the Board.
6. All tables, chairs, dishes and other equipment brought into the facility by the rental group shall be removed promptly after the permit activity.
7. Vehicle parking is permitted only in designated parking areas.

FIRE PREVENTION

1. All scenery, special effects, props, etc. must be approved by the Principal at least 24 hours prior to presentation or dress rehearsal. Use of pyrotechnics, smoke machines and dry ice is strictly forbidden.
2. The seating capacity in the auditorium, gymnasium, cafeteria must not exceed the Fire Department's limit indicated on the capacity listings posted in these facilities.
3. In compliance with Fire Regulation, immediately on the sounding of the fire alarm, the house lights will be turned on and the audience will be required to leave by the nearest exit. Only when the fire is brought under control or it is determined that it is a false alarm by the Fire Department, will the audience be allowed to re-enter the auditorium.