



COMMUNITY USE OF SCHOOLS RULES AND REGULATIONS – EFFECTIVE SEPT 1, 2011

The permit holder shall be responsible for the conduct and supervision of all persons admitted to school buildings and grounds, and shall ensure that all regulations herein contained are strictly observed.

1. Subject to approval of the Board, the accommodation may be used by responsible parties for the purpose of lectures, discussions, entertainment, or recreation having a public, civic or educational value, and must demonstrate due regard for the values and beliefs of KPRDSB.
2. Permit applications received by email from community groups are considered signed and binding requests. If additional time is required before or after an event for set up or clean up, this time must be arranged in advance and included in the permit.
3. Permit Holders must have a copy of the approved permit at each event. Persons unable to produce the permit may have entrance to school facilities delayed or denied until permit verification is provided.
4. Notice of cancellation must be provided at least three (3) business days prior to the booking or the full rental fee will be charged. **Any weekend cancellations (with less than 3 days advance notice), or NO SHOWS for weekend bookings, will be subject to an additional custodial charge of \$35.00/hr for Saturday bookings and \$45.00/hr for Sunday bookings. This fee applies to all community groups including youth focused, not-for-profit organizations.**
5. The decision of the Board shall be final in all matters pertaining to rental fees and the use of school premises. NOTE: School use takes precedence and your booking may be cancelled or relocated. There shall be no claim or right to damage or reimbursement on account of any loss, damage or expenses incurred by the applicant.
6. No person in possession of, or under the influence of, intoxicating beverages, narcotics or hallucinatory drugs shall be permitted on any school premises.
7. No fire arms or weapons of any sort are allowed on Board property.
8. **SMOKING IS NOT PERMITTED ON BOARD PROPERTY.** The use of tobacco offerings or sacred smoke (smudging) through the use of sage or sweet grass for Aboriginal ceremonial purposes will be allowed.
9. Groups are to restrict their activity to the space rented. A board employee, familiar with emergency and security procedures, must be on site for all activities. He/she is on duty for the care and protection of school property, not as a supervisor of an activity in progress.
10. Use of school lighting, PA system and/or score clock may be made available at individual schools. The services of a trained operator and additional fees must be arranged with the school at the time of application. (The type and quality varies from school to school depending on what is available at the school requested.) Fireworks, dry ice, fog/smoke machines and pyrotechnical devices are NOT permitted.
11. Any use of an open flame function, other than approved cooking classes, is strictly prohibited.
12. The sale and/or distribution of food, beverages or other confections must comply with Ministry Health and Fire Safety Regulations and is prohibited in any gymnasium, auditorium, or general purpose room and the halls and corridors adjacent thereto, except as specifically provided for in the permit.

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13. Rental groups using the facilities shall practice waste reduction and use recycling and compost bins as provided at each school. **Rental groups using school playing fields are responsible for taking their garbage with them at the end of their games/practices.**
14. When classrooms are being used, chalkboards, equipment, and teacher aids must not be disturbed and the rooms must be left in original state of order. Smart Boards are NOT accessible except with prior consent noted on the permit.
15. Requests for athletic equipment must be made in advance, and recorded on the permit. NOTE: Deflated, lost or not returned balls will have an automatic replacement charge at the current rate. Unless prior arrangements are made, caretakers are not authorized to provide access to equipment or facilities not listed on the permit.
16. Gymnasiums and General Purpose Rooms are primarily intended for athletics and regulation footwear must be worn when used for recreational or athletic purposes. When used for a purpose other than athletics, the holder of this permit will be held responsible to ensure that damage is not caused to floors by unsuitable footwear or other means. Winter footwear must be removed. Bleachers are not to be used unless they are in the open position.
17. Consumption of food and flavoured beverages is prohibited in gymnasiums and auditoriums.
18. Health & Safety: Nuts, nut products, shellfish, fragrances and latex may pose a significant health risk to students and community members and are NOT permitted on most school properties. Animals, with the exception of service dogs, are NOT permitted on school property.
19. The holder of this permit shall indemnify the Board for all loss or damage to the school building, equipment, and grounds, occasioned or arising from the use of said building, equipment, or grounds by any person or persons who may be therein or thereon by permission or invitation of the holders of the said permit. Community users will not be permitted to carry out essential repairs and maintenance resulting from loss or damage. The Board will not be held responsible for personal injury or damage to, or for the loss or theft of, anything belonging to the applicant or anyone attending the event.
20. The Board reserves the right to request partial or full payment of fees prior to the date(s) of use.