

Permit Requests for 2019-20 Community Use of Schools

Kawartha Pine Ridge District School Board (KPRDSB)

The Community Use of Schools program provides access to school facilities when not in use for school purposes, providing space for people to come together to play, learn and grow. This year's permit renewal process has been adjusted to continue to align our practice with the Ministry of Education's and our own school board's priorities to subsidize space for not-for-profit youth and community groups located within the Board's boundaries of Clarington, Northumberland and Peterborough.

More information about the Ministry of Education Community Use of Schools program is available at: <http://www.edu.gov.on.ca/eng/general/elemsec/community/program.html>.

Regulations and Rates

The Ministry of Education provides funding to school boards to subsidize the costs of school rentals for not-for-profit groups. The attached **2019-20 Fee Schedule** continues to provide significant subsidy to youth and community not-for-profit groups, while maintaining a sustainable Community Use of Schools program. You will note, however, rate increases of approximately 10% reflecting increased costs for heat and electricity, and annual Ministry of Education funding levels. We are also no longer able to subsidize custodial costs for weekend not-for-profit permits as much as we have previously.

There have not been any significant changes to the **Community Use of Schools Rules and Regulations**, and an updated version will be attached to permits as they are approved. Please be sure to review the document with all of your participants prior to the start of the rental.

Permit requests will be accepted in two phases as follows:

May 24, 2019	Youth Not-for-Profit	Not-for-profit (NFP) youth groups where activities are intended for participants under the age of 18 and the organization is primarily run by volunteers
May 24, 2019	Community Not-for-Profit	NFP organizations where participants are 18 and over, including service providers, churches, health associations, parent and senior groups, or youth not-for-profit organizations with paid staff
July 2, 2019	Private/for Profit	Personal or professional events, dance recitals, private parties, fundraising for business, organized sports with paid instructors, etc.
July 2, 2019	Out-of-Boundary NFP	Youth and Community Not-for-profit organizations whose activities are run by volunteers and their place of business is located outside of KPR boundaries.

All bookings can be made through our online booking system at:

<https://kprdsb.ebasefm.com/communityuse/welcome>.

As with previous years, we will be reviewing all permit requests before granting approvals in an effort to use school facilities to the fullest extent possible. For those that have rented with us in the past and wish to continue with the same times and locations, we ask that you reference your previous permit number under “Renewal of” when creating a new permit. We will make an effort to provide your group with the same time slot and location that you previously held but **our priority is to increase access to school space for youth not-for-profit activities.**

Please note that any requests received prior to the start date of the appropriate category above will be cancelled and will need to be re-entered according to the schedule.

Child Care, EarlyON and Facility Partners

If you are a child care, HUB or facility partner with a lease agreement, please note that this renewal process does not apply to you.

Account Logins

Should you forget either your username or password, it would be greatly appreciated if you would contact the Community Use of Schools Coordinator instead of setting up a second user account.

Search Tips and FAQ

For tips on searching for available spaces, we recommend that you click on **Watch the Introduction Video** found under New User on the eBase home page. For other helpful information, please refer to the list of Frequently Asked Questions (FAQ) found on the Community Use of Schools web page.

PA Days and Statutory Holidays

Rentals are available from Thursday, September 12, 2019 to Thursday, June 18, 2020.

Below are the days that rentals are not open to Community Use groups:

P.A. Days	September 27, October 25 (secondary schools only), November 22, 2019, January 31, April 24, June 5, 2020 (elementary schools only)
Statutory Holidays	October 14, 2019 – Thanksgiving Day February 17 – Family Day, April 10-13 – Easter, May 18 – Victoria Day
Christmas Break	December 23, 2019 – January 3, 2020
March Break	March 13-20, 2020

Priority Use

Priority will be given to not-for profit organizations that benefit the Board's students for permit times between 6:00-8:00 p.m. on weekdays. Priority will also be given to groups that require use of space for longer blocks of time, e.g. the entire school year. If four or more sequential bookings are cancelled on a full-year permit (that has already been approved), the permit may be revoked to allow access to other groups. The account holder will then need to re-apply for space. Permit change and processing fees may also apply.

When completing permit requests, Youth NFP groups are asked to list in the Comments section (page 3):

- **the age of the participants**
- **number of participants**
- **number of teams**
- **other choices for location in the event this school is not available.**

Private and Out-of-Boundary Permit Requests

Please note that applications from private individuals and companies, or from groups whose place of business or participants are from outside the Board's boundaries, will only be considered once all other applications are processed.

Amendment Fees

This year we will be implementing a \$10.00 fee when changes to booking dates are required.

Penalties for no-shows will be applied. Any groups that have booked spaces but are not in attendance risk cancellation of their entire permit.

Duplicate Permit Requests

In past, some organizations have entered numerous permits for various schools when only one location was required. Please only enter one permit as needed and **note in the Comments section which other schools are preferable** in the event the location chosen is not available. A permit processing fee of \$25.00 will be applied on duplicate requests that need to be cancelled.

Insurance purchased through KPR

For permit holders needing to purchase insurance through our providers, OSBIE, costs will be added to permits as they are approved. The start date for coverage will be the first booking date on the permit.

Equipment

Permit holders are welcome to access school equipment for their own use, where available and subject to acceptable use. In order to be allowed access to items, they must be listed under Equipment (page 1) of the permit request. If you are bringing all your own equipment, it would be appreciated if you could note this under Comments (page 3).

If you have requested any of the items below under Equipment, please note:

- **Bleachers** - these **must be requested in advance** as set-up requires two trained staff members. At no time can members of the public set up bleachers due to risk of injury and possible voidance of warranty due to damage
- **Score clocks** – special permission is required at some schools to use this equipment and you may be required to attend in advance for training
- **Chairs** – a charge of \$1.00 per chair will be applied for groups requiring 20 or more
- **Tables** – a charge of \$3.00 per table will be applicable for groups requiring three or more and when they are available within the school. If groups require use of more tables than what is on hand, additional charges will be applicable for delivery. The minimum rate for courier services is \$150.00 including pick up and return.

Technical Support at Events

Permit holders requiring use of microphones and any other audio/visual equipment will be required to complete a “Request for Technical Assistance” form. All charges for services by tech students will be applied through Community Use.

Event Supervisors

It is very important that contact information be included on the permit for those persons who will be on site.

Please be sure to include a name, email and phone number under Event Supervisor on page three of the permit request. This enables custodial staff to reach someone in the event of a last minute cancellation due to health and safety emergencies.

Permit Number

Just a reminder that a permit number will be generated once the permit is entered. If you do not receive a permit number, then your request was not completed and you will need to re-enter the information!

Credit Cards

An automated message from eBase is sent to account holders one month in advance of their credit card expiry date. It is the responsibility of the account holder to update their card prior to the end of that month. If they have monies due on their account and the transaction is declined, a \$25.00 penalty will be applied to cover the Moneris fee charged to the Board.

Organization Permissions

The main contact/account administrator, on behalf of their organization, is responsible for contacting Community Use to update their list of people who have permission to enter permits. This requirement would only apply to organizations that allow their coaches/staff to enter permits directly into eBase.

Custodial Hours

Please keep in mind that **weekend rentals will be charged** additional fees for custodial coverage. Permits will be issued depending on availability of space and custodial staff. If you need to cancel your event and **arrangements were made for custodial coverage**, we require a minimum of ten days' notice to cancel without penalty or a minimum payment of three hours is required.

Additional fees may apply to cover custodial time required to complete all cleaning duties to ensure that the building is suitable for use by the school following the group's activity.

Statutory Holidays

On statutory holidays, custodial staff are only available for **special circumstances**, and on a **voluntary basis**, as they are not obligated to work these days. If coverage is approved, the overtime rate of \$55.00/hour is applicable for all groups.

Security

Doors will be locked except for 15-30 minutes prior to event time – for security reasons, doors are open 15 minutes prior to your permit start time and locked once the event starts. Doors are not allowed to be propped open for any reason. If all participants cannot be there by start time, then we ask that you **have someone at the door** to allow them entry. We have had numerous incidents where people sneak in to schools and cause damage and theft and, of course, there is the safety concern for our staff that work alone at night.

For large events, we may require that the permit holder contract a **security guard** from an established security company to be on site.

Permissions for Use of Space

We take this opportunity to remind permit holders that their participants and families are only allowed to be in the spaces listed on the permit. At no time should parents and siblings be wandering through the schools - areas outside the permitted space pose safety hazards (i.e. slippery floors), and opens up the risk of theft, damage and breach of student confidentiality. The permit holder is responsible for ensuring that these rules are followed by all participants and that spaces are used for their intended purposes.

Please remind ALL PARTICIPANTS that if they neglect to follow these rules they risk cancellation of their permit.

Thank you for your permit requests! If after reviewing this document you have any other questions, please do not hesitate to contact us.

Community Use of Schools Team
Kawartha Pine Ridge District School Board
1994 Fisher Drive, Peterborough, Ontario, K9J 6X6
705-742-9773, ext. 2125, or Toll free at 1-877-741-4577
After Hours Emergency Line – 705-742-9773, ext. 2160
rentals@kprdsb.ca

Attachments: Community Use of Schools Rate Chart Sept 2019 to June 2020.pdf
Community Use of Schools Rules and Regulations.pdf