



## KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

### ADMINISTRATIVE REGULATIONS

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**Section:** Board and Community

- Community Use of Facilities/  
Partnerships

**Regulation Code: B-8.2.1**

**Regulation:** COMMUNITY USE AND ACCESS TO  
SCHOOL FACILITIES

**Policy Code Reference: B-8.2**  
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This administrative regulation is written in accordance with the guiding principles in Board Policy No. [B-8.2, Community Use and Access to School Facilities](#).

The board recognizes that schools are centres of their communities and will co-operate wherever possible to provide facilities for community use, at affordable rates, while acknowledging that providing educational programs to students is the prime objective of the board.

#### **1. Community Use of School Facilities – General Guidelines**

- 1.1 School facilities are available for Community Use activities between 6:00 p.m. and 10:00 p.m. on school days, and on weekends between 8:00 a.m. and 10:00 p.m. Community Use permit requests are booked online and approved by the Community Use area. Only school activities will be permitted prior to 6:00 p.m. on school days except with approval from the school principal. All use of school facilities during Community Use hours must be booked on a permit.
- 1.2 School board facilities will be made available to a variety of groups, according to the subsidy and fee schedule outlined on the school board website, subject to annually-approved Community Use funding. Priority is given to not-for-profit activities that benefit the board's students.
- 1.3 School use takes precedence over community use. Schools will advise the Community Use area as soon as possible if a school activity conflicts with a previously-booked community use permit. The Community Use area will then advise the user accordingly and work with the group to make alternative arrangements.
- 1.4 Board-based activities taking place prior to 6:00 p.m. on school days are booked directly with schools. Board-based activities taking place during Community Use time must be booked in advance to ensure there are no conflicts. Any labour costs incurred shall be assumed by the department.
- 1.5 School facilities shall not be used for overnight accommodation, except in emergency situations or special approved student events for Kawartha Pine Ridge District School Board students. If such special approval is granted, the principal is required to notify the local fire chief.
- 1.6 On weekends, a minimum of three hours will be charged.

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- 1.7     Rental charges shall be applied through pre-authorized credit card payment at the end of each month in accordance with the rental contract.
  
- 1.8     School facilities shall not be booked during Community Use time without Facilities Services personnel in attendance. Labour costs shall be assumed by the user as set out in the fee schedule. Sufficient preparation and cleaning time will be included in the permit charge, and if necessary, extra custodial staff will be employed with all such costs being paid by the user. Keys are not provided to community users.
  
- 1.9     The board representative on the premises during community use shall be authorized to ensure adherence to the terms of the contract.
  
- 1.10    If a facility is required for an emergency preparedness event, the activity will supersede any scheduled use.
  
- 1.11    Any use of board facilities for Community Use must be accompanied by a copy of an authorized contract.
  
- 1.12    Applications for use of board facilities will be considered on a first come first served basis. Generally, priority will be given to groups who have existing contracts for specific facilities and times.
  
- 1.13    All users of school facilities must provide proof of liability insurance. Where a group does not have liability insurance the board will assess a nominal charge at the time of application for the provision of liability insurance coverage through a board insurance carrier.
  
- 1.14    Community groups must assume full responsibility for their activities and actions. Permit holders must agree to indemnify and save the Board harmless from all actions, suits, demands and the costs thereof of any nature and kind whatsoever brought by any person against the Board for personal injury, death, property loss or damage, or other loss whatsoever as a result of the use of school facilities by the applicant, and/or by any person on board property as a result of this use by the applicant.

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### 2. Use of School Grounds

- 2.1 When possible, municipal recreation departments will be responsible for booking school grounds for recreation use, as agreed to through joint use agreements. Where no such body exists, the rental of school grounds will be handled by the Community Use area.
- 2.2 Fees for use of school grounds, not covered by joint use agreements, are outlined in the fee schedule.
- 2.3 All equipment and field markings will be provided by the user and placed to the satisfaction of board personnel. Existing facilities shall not be altered without written authorization from administration.
- 2.4 Parking is restricted to designated areas and the user is responsible for parking control.
- 2.5 The board may limit use of school grounds in areas where facilities are limited or where excessive wear and tear may damage fields and restrict school use.
- 2.6 All groups will comply with fire regulations.
- 2.7 Reciprocal use of facilities will be investigated and implemented, where possible and practical.

### 3. Community Use of School Facilities – Accessibility

- 3.1 Individuals accompanied by service animals will be permitted access to board premises based upon a person's disability, which is either readily apparent or is supported by medical certification. This requirement applies only to those areas of the premises where the public or third parties customarily have access.

Where a service animal has been excluded by law from board premises, the board will undertake other measures to enable a person with a disability to benefit from the board's services.

- 3.2 Admission Fee – Notices for community events will include information regarding what amount will be charged, if any, for support persons accompanying individuals with a disability.

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The board may require a person with a disability to be accompanied by a support person when on board premises, but only where a support person is necessary to protect the health or safety of the person with a disability or the health or safety of others on the premises.

- 3.3    The board will ensure that staff are trained to support parents and the general public who may use assistive devices while accessing board services.

The board and its schools will also use its/their websites to communicate respect for the independence and dignity of people with disabilities, and to communicate that the provision of board services may include the use of assistive devices.

#### **4.    Community Use of School Facilities – Specific Guidelines for Music Instruction**

While the Community Use area centrally coordinates booking of school facilities on evenings and weekends, school principals are responsible for community partnership and volunteer activities that take place during the school day, e.g. breakfast clubs. Private music instruction may be one such partnership.

The Kawartha Pine Ridge District School Board supports the benefits which music instruction provides for student learning. The board will permit private music instruction to day school students subject to the following procedures:

- 4.1    Private music instruction may be provided to students at Kawartha Pine Ridge District School Board schools subject to consulting with the school council and the approval of the principal.
- 4.2    Scheduling of the instructional period will be such that there is no interference or disruption to other students in the regular classroom program. Whenever possible instruction will occur outside the classroom teaching timetables.
- 4.3    Each instructor must present the appropriate qualifications upon the request of the principal.
- 4.4    Each instructor is required to complete a Permit for the Use of Schools through the Kawartha Pine Ridge District School Board Community Use area, if the instruction will continue up until, or after, 6:00 p.m. on weekdays, or on weekends.

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- 4.5 Each instructor is required to provide proof of liability insurance, noting Kawartha Pine Ridge District School Board as an additional insured.
- 4.6 Private music instructors will be considered service providers and will be required to submit a Police Record Check (including a Vulnerable Sector check and a search of the Pardoned Sexual Offender Database) to the principal prior to instruction beginning.
- 4.7 Subject to availability, appropriate instructional space and a piano or other instruments will be provided without cost to the instructor, if required. Piano tuning, if required, may be charged to the instructor on a pro-rated basis at the discretion of the principal.
- 4.8 In the event that more than one suitable instructor is available and interested in providing private music instruction, the principal will endeavour to ensure that the available time and resources are shared equitably.
- 4.9 The school will not be responsible for the collection of any fees.
- 4.10 The instructor shall be responsible to the principal for the conduct of students in the music program while in the school.
- 4.11 Advertising and/or recruitment for the lessons will remain as the responsibility of the instructor.
- 4.12 Instruction is to be provided for the students enrolled at the school. Instruction may be provided for other students at the discretion of the principal.
- 4.13 Instructors who wish to access the space and equipment for instruction, beyond the regular school day, may do so by applying for a permit.
- 4.14 Kawartha Pine Ridge District School Board reserves the right to alter the arrangements for this program in consultation with the principal and the school council.

### **5. Rental of Board Equipment and Furnishings**

- 5.1 Requests for rental of school equipment and furniture by approved community groups must be included in the rental contract.

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- 5.2 Furniture and equipment may be used by approved school and employee groups without rental charge. However the group is responsible for any expense incurred in making the requested items available. Groups will be held financially responsible for any loss or damage to school equipment and furnishings.

### 6. Community Use Rules and Regulations

- 6.1 The board will maintain a Rules and Regulations document for the Community Use of Schools. The document will be updated as necessary and the most current version will be posted on the school board website and will also be included with approved permits. These rules include a listing of acceptable and prohibited activities, along with general expectations for the use of school facilities.
- 6.2 Permit holders are responsible for the conduct and supervision of all persons admitted to school buildings and grounds, and shall ensure that the Community Use Rules and Regulations are observed.
- 6.3 In order to protect the surface of gym floors, only school dances will be allowed.
- 6.4 All board buildings and grounds are smoke-free areas.
- 6.5 User groups must not bring alcohol, illegal drugs or firearms onto board property.
- 6.6 Appropriate indoor footwear must be worn at all times. All footwear must be clean and dry.
- 6.7 Activities must be confined to the facilities specified in the permit.
- 6.8 Additional specific requirements may apply, depending on the nature of a group's activities. Any such requirements or expectations will be communicated to groups upon approval of the permit.
- 6.9 Any infraction of the terms contained in the Community Use and Access to School Facilities policy and administrative regulations will result in a permit being cancelled.

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February 9, 2010  
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