



# Kawartha Pine Ridge District School Board

## Community Use of Schools – Rules and Regulations



School facilities may be used by responsible parties for the purpose of meetings, discussions, entertainment, or recreation having a public, civic or educational value, subject to Board approval, that demonstrate due regard for the values and beliefs of Kawartha Pine Ridge District School Board (KPR). In accordance with Board Policy: B-8.2 Community Use and Access to School Facilities, and accompanying regulation B-8.2.1, permit holders are responsible for the conduct and supervision of all persons admitted to school buildings and grounds, and must ensure that the following rules and regulations are observed. Violation of any below rules and regulations will result in permits being cancelled at the discretion of KPR.

### WHAT TO KNOW WHEN BOOKING

<p><b>PERMIT APPLICATION</b></p>	<p><b>Permit applications completed online are considered signed and binding requests.</b> 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. We require a minimum of <b>five business days’ notice</b> in advance of the requested date in order to process permits.</p>
<p><b>SCHOOL USE</b></p>	<p>The decision of the Board shall be final in all matters pertaining to rental fees and the use of school premises. <b>School use takes precedence, and a booking may need to be cancelled or relocated.</b></p> <p>When required, repair and maintenance of the Board's buildings will also take priority over community use. There shall be no claim or right to damage or reimbursement on account of any loss, damage or expenses incurred by the applicant.</p>
<p><b>INSURANCE</b></p>	<p>All users of school facilities must provide <b>proof of \$2,000,000 minimum liability insurance with KPRDSB (1994 Fisher Drive, Peterborough, ON, K9J 7A1)</b> named as additional insured. Failure to provide adequate proof of insurance in a timely manner may result in the cancellation of bookings at the expense of the group.</p>
<p><b>ADVANCE PAYMENT</b></p>	<p>The Board reserves the right to request <b>partial or full payment of fees</b> prior to the date(s) of use. Rental charges, applied through pre-authorized credit card payments, are processed on the first day of each month for that month’s bookings and any associated booking fees.</p> <p>It is the responsibility of the permit holder to make sure the credit card on file is valid. A \$50.00 credit card decline fee will be applied for all payments that are declined.</p>
<p><b>EQUIPMENT REQUESTS</b></p>	<p>Custodians can only provide access to facilities or school equipment that are listed on the permit. If permit holders wish to bring their own items into the school or have special requests, <b>the items must be pre-approved and listed on the permit</b> by Community Use of Schools.</p>

**CUSTODIAL  
COVERAGE**

The total custodial hours for a booking will be determined based on the nature of the event, attendance numbers, spaces used, length of booking, number of custodians required, and overall scope of work required by the custodial staff. **Weekend permits are subject to additional custodial time** to accommodate duties, such as opening, set-up, water testing, snow removal, clean-up and closing duties. For example, 30 minutes in advance of a permit and one hour following. **A minimum of three (3) hours are required for custodial scheduling on weekends.**

**SALE OF FOOD**

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.

**HEALTH AND SAFETY**

**ALLERGIES**

**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.

**FIRST AID**

The permit holder is responsible for ensuring their **group is equipped with a first aid kit or supplies, and that someone on site can provide first aid** in the event of an injury during their bookings. KPR cannot guarantee that Custodians or other staff members on site are properly trained in first aid and/or CPR. Every KPR facility has an Automated External Defibrillator (AED) on site. It is the permit holder's responsibility to find out and know the location of the AED within the building.

**FIRE REGULATIONS**

Any use of an **open flame function**, other than approved cooking classes, is strictly prohibited. All groups will comply with **fire regulations**. Any costs incurred as a result of false fire alarms will be the responsibility of the user. The *Fire and Emergency Procedures* document is attached to all permits.

**SMOKING AND  
ALCOHOL**

No person in possession of, or under the influence of, **intoxicating beverages, narcotics or hallucinatory drugs** shall be permitted on any school premises. **Smoking or vaping is not permitted on Board property.** The use of tobacco offerings or sacred smoke (smudging) through the use of sage or sweet grass for Indigenous ceremonial purposes will be allowed and should be noted on the permit.

**WEAPONS**

**No firearms or weapons** of any sort are allowed on Board property.

## WHILE ON SITE

### CUSTODIAN ON DUTY

A Custodian or Facilities Services staff member, familiar with emergency and security procedures, must be on site for all permits. **They are on duty for the care and protection of school property**, not as a supervisor of an activity in progress.

### SUPERVISION, SAFETY AND CONDUCT

**The permit holder is responsible for the supervision, safety and conduct of their group and anyone associated** with their permit (i.e.: spectators). Permit holders and event supervisors are to ensure:

- adequate supervision according to the activity and age of participants, and **users are to restrict their activity to the space(s) rented.**
- they have a plan in case of emergency, including those who have first aid training and equipment.
- users respect the terms of the permit, staff and property. Foul language is not permitted.

Should the permit holder not be onsite for the duration of the permit, the event supervisor/person in charge assumes this responsibility. All permit holders and persons in charge **must be 18 years of age or older.**

### ACCESS TO FACILITIES/ LOCKED DOOR POLICY

**Permit Holders or Event Supervisors must have a copy of the approved permit and insurance certificate with them at each booking.** Persons unable to produce the permit may have entrance to school facilities delayed or denied until permit verification is provided. The Permit Holder and/or Event Supervisor should seek out the custodian in charge of their permit to introduce themselves and identify themselves as the point of contact for their permit.

School doors may be locked 15 minutes after the permit starts, unless otherwise arranged with the school. The permit holder is then responsible for receiving any late comers. Doors are not allowed to be propped open for any reason. Some groups may be required to provide volunteers or hire security to be stationed at the entrance.

### ATHLETIC FOOTWEAR

**Gymnasiums and multi-purpose rooms** are primarily intended for athletics and appropriate (non-marking) footwear must be worn when used for recreational or athletic purposes. The holder of this permit will be held responsible for ensuring that damage is not caused to floors by unsuitable footwear or other means. **Outdoor footwear must be removed.**

### SPORTS EQUIPMENT

**Requests for athletic equipment must be made in advance and recorded on the permit.** Unless prior arrangements are made, users should not access equipment rooms and custodians are not required to provide access to equipment or facilities not listed on the permit. Users are responsible for the replacement value of any damaged or lost equipment, at the current rate.

### AUDIO/VISUAL EQUIPMENT

Use of **school lighting, sound equipment, PA system and/or score clock** may be made available at individual schools. The services of a **trained operator** for an

additional fee may be required. Fireworks, dry ice, fog/smoke machines and pyrotechnical devices are not permitted.

---

**FOOD AND BEVERAGE**

**Consumption of food and beverages** (besides water) is prohibited in gymnasiums, auditoriums, general-purpose rooms and the halls and corridors adjacent thereto, except as specifically provided for in the permit.

---

**BLEACHERS**

Bleachers are not to be used unless they are in the open position. At no time can members of the public set up bleachers due to **risk of injury**. They must be **requested in advance** as set up requires two trained staff members.

---

**BOOKING TIMES**

If you stay past your approved booking time, you may be charged additional costs for rental fees and custodial overtime. **It is very important that groups do not arrive more than 15 minutes before their permit start time, and that they leave the building promptly within 15 minutes of their end time.** Please have your activity finished by the end time of your booking.

---

**CONDITION OF SPACES**

**All spaces should be returned to their original state of order, unless otherwise directed.** Users should never affix items with materials without the explicit direction of the Custodian.

When classrooms are being used for rentals, chalkboards, equipment, and teacher aids must not be disturbed, and the **rooms must be left in original state of order**. SmartBoards are not available for use and rental of computer labs are prohibited.

---

**PARKING**

Parking is restricted to designated areas and **the user group is responsible for parking control**. Vehicles are not permitted on grass areas.

---

**DAMAGES**

**COSTS FOR DAMAGES**

**Permit holders are responsible for the cost of 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.

---

**CANCELLATIONS AND NO SHOWS**

---

**COMMUNICATIONS**

**All communications regarding permit cancellations, changes, details, etc. are to be done through the DISCUSSION section of the permit. Previously approved permits are subject to a \$10 change fee per request for any modifications to dates and/or times.** Please be sure to read your messages from the Community Use of Schools Coordinator when you receive them and reply promptly.

**CANCELLATION**

Notice of cancellation must be provided **at least five business days before the booking\***. Late cancellation or No Show fees will be applied as outlined in the Rates Schedule.

\*On inclement weather days, permit holders have the option to cancel bookings without penalty with reasonable notice to the Board.

---

**PENALTIES**

**Youth Not-for-Profit (NFP)** groups will pay a late cancellation fee of \$10 for any booking from Monday to Friday. Late cancellations for Saturday and Sunday will be charged a cancellation fee, while **No Show fees** include **full rental fees** plus applicable custodian fees.

**Community Not-For-Profit (NFP)** and **Private/For Profit** groups will pay a late cancellation fee of \$60 for any booking from Monday to Friday. Late cancellations for Saturdays and Sundays will be charged a cancellation fee. **No Show fees** include **full rental fees** plus applicable custodian fees.

**Permits cancelled due to infractions will be done at the expense of the permit holder.** If Rules and Regulations are disrespected and KPR chooses to cancel a permit, there will be no credit or refund for missed paid bookings as a result of an infraction.

Please refer to the Community Use of Schools Rate Schedule for full details.