

Administrative Procedure

A.P. 5 - 8



Date: March, 2004
Revised: April 2004
Reviewed: June 19, 2007

Subject: **COMMUNITY USE OF SCHOOL FACILITIES**

Purpose

To provide the process to be followed with respect to making Board owned facilities and grounds available for community use.

Specifics

1. General

- a) Application for the use of Board owned facilities and grounds must be made on the approved **Application and Permit for Use of School Facilities Form** (attached), recommended by the School Principal and approved Superintendent of Business or a delegate. In doing so, the organization or individual agrees to all conditions and the regulations contained on the reverse of the Form.
- b) Organizations and individuals using the Board facilities must provide proof of liability insurance (2 Million minimum) and the Board must be named as an additional insured on the insurance certificate.
- c) Principals are responsible for reporting any abuse of property or equipment to the Supervisor of Maintenance.
- d) When custodial services are required and requested by Parish and/or Community Organizations, the organization shall be responsible for making a request on the application form and they will make any necessary arrangements through the Supervisor of Maintenance.
- e) User groups authorized to use board facilities during weekends or holidays, who do not employ board custodial services, will be responsible to complete the required daily flushing of that facility.
- f) The activities of any group or organization must be confined to the facilities or grounds assigned and approved for their use.

2. Liability Insurance for Groups without Coverage

Many small groups using the Board facilities may opt to purchase "User Group" insurance that is available from All Sport Insurance Marketing Ltd. Forms are available in each school office of the Board. (package attached).

If the user group is purchasing the All Sport Insurance, the cheque should be made payable to the

Bruce-Grey Catholic District School Board in accordance with the insurance fee schedule and include an additional \$20 administration fee. This cheque should be attached to the Application and Permit for Use of School Facilities as well as the All Sport Insurance Form and sent to the Catholic Education Centre for further processing.

3. Serving of Alcoholic Beverages on School Premises

The serving of alcoholic beverages on school premises or grounds is prohibited except where a community has no banquet or hall facilities other than the local school facility, subject to the provisions outlined below:

- a) Approval will only be given to Parishes and recognized parish or community organizations.
- b) All requests for events involving the serving of alcoholic beverages must be approved by the Board.
- c) Application for the use of school premises or grounds when alcoholic beverages will be served must be made one month prior to the date of the event.
- d) A valid permit must be obtained from the L.C.B.O.
- e) The group or organization must sign a Waiver of Liability (attached)
- f) The group or organization must provide proof of Liability Insurance for the event and assume responsibility for the conduct and supervision of all persons admitted to the event. Single event liability insurance protection for groups or individuals is available through Party Alcohol Liability Insurance (PAL). Contact information is:
Toll-free 1-800-265-8098
Phone (519) 428-7716
Fax (519) 429-5661
P.O. Box 1198
21 Market St. E.
Port Dover, ON N0A 1N0
- g) Payment for all costs and a rental fee for the facility in accordance with the schedule of rental fees shall be made in advance.
- h) When it is deemed essential for the approval, a security guard must be hired for the event by the applicant.
- i) Failure to comply or meet the conditions outlined above will result in the cancellation of approvals and may result in the refusal of future applications to use Board owned facilities.

4. Private Piano Lessons During School Hours

The Board supports the provision of private piano lessons during school hours. The instructor for private piano lessons during school hours must provide:

- a Vulnerable Sector Screening for first time user, Statutory Declaration for each year thereafter.
- a completed agreement for the instructions (see attached)
- proof of liability insurance (2 Million) naming the Board as additional insured
- an Application and Permit for use of School Facilities.