

The HCDSB recognizes that a schedule of fees and cost recoveries should reflect the varying nature and purpose of community use of its school facilities and property.

Community use of school facilities and property may be established with organizations, such as the Diocese of Hamilton, the municipalities of Halton Region, local community colleges and

The issuance of permits under this policy shall not establish a rental contract or otherwise between the HCDSB and any individual, group or organization. HCDSB may at any time, for any reason, terminate the use of school facilities and property, including a facility, playfield, parking lot, grounds, furniture or equipment, if in the opinion of the HCDSB, in its unfettered discretion, the use to which Board property is to be or is being put is not compatible with the HCDSB's mandate or not in the best interests of the HCDSB or the community.

Community use of school facilities permits require the applicant to provide adequate liability insurance coverage acceptable to the HCDSB, which may be provided through an organization, a third-party insurance carrier or purchased through the HCDSB.

Community use of school facilities permits require that individuals responsible for HCDSB representative, or a responsible person acceptable to the Superintendent of Facility Management Services, is on duty at the school attending the permitted event to protect the interests of the HCDSB by specifically securing the school, providing access to emergency areas, ensuring the security of the HCDSB's property, respond to any emergency situations and secure the school at the completion of the program. Additional staff time required to accommodate a Permit Applicant shall be charged to the Permit Applicant at a rate determined by the community use of school facilities office.

Requirements

The HCDSB has many longstanding partnerships and agreements with various community partners and groups. As such, access to school grounds and the community use of school facilities shall be in accordance with existing agreements in place with the municipal parks and recreation department and other community organizations.

HCDSB will continue to maintain a list of school facilities that will be maintained by Facility Management Services staff and provided to all Permit Holders upon issuance of a

The following principles are to be observed, pertaining to the logistics of community use of school facilities permits:

School grounds are available for public use during the following hours:

- a) school days: 6:00 p.m. – 10:00 p.m.;
- b) non-school days: 8:00 a.m. – 10:00 p.m.;
- c) alternate arrangements may be granted upon request, subject to approval by the Superintendent of Facility Management Services.



- o Certificate of appropriate liability insurance coverage or purchased liability insurance from the HCDSB;
- o Any licence or permit required by a government authority.

All time limits as defined on the permit form shall be observed.

The Permit Holder must provide appropriate notice for the postponement and/or cancellation of a permit in accordance with the

al rates, insurance rates, determined by

In order to protect the HCDSB's property and to reduce unnecessary hazards to individuals or groups within the neighbourhood who may be using the grounds, the following provisions have been

The unauthorized use of school grounds by any type of motorized vehicle is strictly

The issuance of a community use of school facilities permit is subject to the terms and conditions approved by the HCDSB. Any individual or group that cannot agree to the terms and conditions for the use of school facilities shall not be issued a permit.

If a community use of school facilities permit has been issued and the terms and conditions of the agreement have been breached, the permit will be

Permit Holders will be held responsible to the HCDSB for costs associated with any and all damage to the buildings, facilities, playgrounds, parking lots, grounds, furniture or equipment.

Permit Holders must comply with all HCDSB Policies on "Smoking Ban", "Safe Schools", "Safe Use of Nets", "The other applicable policies" as they pertain to the issuance

Permit Holders with all provincial and municipal fire safety standards and regulations.

The Permit Holder shall be 18 years of age or older, accepts full and personal responsibility for the proper use and application of all resources within the school buildings and grounds and

The Permit Holder must be an attendee of the school to which the permit is issued or a parent/guardian to which the permit is issued unless alternate arrangements have been made with the HCDSB.

Permit Holders must be a resident of the HCDSB before a community use of school facilities permit is issued.



The Permit Applicant is responsible for all safety decisions during the event and must be able to assume the lead role in facilitating and controlling all aspects of the event. All event workers must also be available to assist in maintaining control at the event.

The HCDSB will not be responsible for any costs or losses incurred by the Permit Holder or their patrons or guests if HCDSB staff deems it necessary to close down an event prematurely due to a violation of the HCDSB Policy or Procedures while on HCDSB premises.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____

