



SUDBURY CATHOLIC DISTRICT SCHOOL BOARD

165A D'YOUVILLE STREET, SUDBURY, ONTARIO P3C 5E7 tel. (705) 673-5620 fax (705) 673-8918
http://www.scdsb.edu.on.ca

PERMIT FOR AUTHORIZED USE OF A SCHOOL FACILITY

SAMPLE

Permit Number:	«PermitContract_No_Schedule_ID»		2007-2008
Organization:	«Organization»	Title:	«Title»
Contact Name:	«Contact_Name»	Address:	«Address»
Day-Time Phone:	«DayTime_Phone»		
Cellular Phone:	«Cellular_Phone»		
Evening Phone:	«Evening_Phone»	Fax:	«Fax»
Email Address:	«eMail_Address»		

Location:	«Location»	Room(s):	«Room_1» «Room_2» «Room_3» «Room_4»
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Begin Date:	«Event_Begin_Date»	End date:	«Event_End_Date»
Begin Time:	«Event_Begin_Time»	End time:	«Event_End_Time»

Event Day(s):	
Event Date(s):	See Event Detail Report - Attachment A for approved dates and cancellations
Insurance:	See Event Detail Report - Attachment A for insurance information (X indicates that the insurance has expired)
Set Up:	See Setup Services - Attachment C for description of custodial and setup services and costs (if applicable)

CONDITIONS & REGULATIONS GOVERNING COMMUNITY USE OF A SCHOOL FACILITY

Responsible Officer: The responsible officer acting on his/her behalf or on behalf of his/her organization, will be 18 years of age or older and will be required to furnish proof of age upon request.

Access:

- a) The assigned facility is to be used only on scheduled dates and scheduled times as specified above and on Attachment A "Event Detail Report". All persons admitted to any activity may not enter the assigned facility earlier than 15 minutes prior to the begin time and must vacate the premises no later than 15 minutes after the end time, both as specified above.
- b) Access is limited only to assigned areas(s), as specified above. Group members are not permitted to wander or tour the hallways.
- c) Only those washrooms located in the immediate vicinity of the area(s) allocated are to be used by group members.

Cancellations:

- a) No activities will be allowed on statutory holidays or during the summer, Christmas or March breaks unless prior arrangements have been made with the Facility Services Department.
- b) Board sponsored activities and school activities have precedence over all external users. Should the Board/School require a facility presently in use by a Community Use of School Group, the Board reserves the right to reschedule, cancel or relocate permit holders.
- c) The issue of a "Permit for Authorized Use of a School Facility" shall be entirely at the discretion of the Board, who reserves the right to cancel any permit without prior notification.

Responsibilities: The responsible officer acting on his/her behalf or on behalf of his/her organization to whom a "Permit for Authorized Use of Facilities" is issued will be required to:

- a) Maintain cleanliness of assigned areas (e.g. disposal of garbage, wiping spills, etc.).
- b) Arrange for the supervision and proper conduct of all persons admitted on the school premises during the activity and ensure that all Conditions and Regulations governing the Community Use of School Facilities are strictly observed and adhered to.
- c) Observe all fire regulations governing the use of public buildings such as keeping all exits free from obstructions at all times, etc. All persons using Board facilities should be familiar with the "Fire Emergency Procedures" Ontario Fire Code Reg. 2.8.2".
- d) Observe and enforce the Board's no-smoking policy in all its buildings and on its grounds.
- e) Discourage the use of vulgar and obscene language on school premises.
- f) Ensure that proper footwear is worn in the gymnasium (non-marking athletic shoes).

Liability Insurance: A Certificate of Insurance with coverage of no less than \$1,000,000. has been submitted to the Facility Services Department wherein the Sudbury Catholic District School Board has been identified as additional insured. All groups/organizations are contractually obligated to maintain this liability coverage for the period covered by this permit. Failure to do so will be construed as breach of contract and will result in the immediate cancellation of the permit until satisfactory proof of insurance is provided.

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CONDITIONS & REGULATIONS GOVERNING THE COMMUNITY USE OF A SCHOOL FACILITY...continued

Keys: A key to a school building shall be loaned by the Board to the responsible officer acting on his/her behalf or on behalf of his/her organization upon payment of a cash deposit and only in instances where the services of a custodian are not required during the activity. The deposit will be refunded to the responsible officer acting on his/her behalf or on behalf of his/her organization provided the key is returned to the Board Office within seven calendar days of the end date of the activities as specified on this permit. The deposit will automatically be forfeited if the key is not returned within the prescribed period of time. Duplication of a key is strictly forbidden.

Security:

- a) The responsible officer acting on his/her behalf or on behalf of his/her organization will observe the "Security System Directives for Community Use of School Groups" (applies only to groups assigned a security code).
- b) Exterior doors to the school are to be kept locked at all times during the activity. The locked school door through which the group members have been permitted to access the school, is to be supervised by a designated member of the group while group members are accessing the facility presumably for a designated period of time - (perhaps 20 minutes before and 20 minutes after the event begins). The practice of "wedging" the door or placing objects to prevent the latching of the doors is not permitted. All school doors will be locked by Custodial staff by 5:00 p.m.

School Equipment: A request to use the school's equipment and/or store the group's equipment must be pre-approved by the School Principal or designate. A request to store equipment in the school will be allowed provided space can be made available without interfering with the regular operation of the school or health and fire regulations. If the use of the school's equipment is allowed, make sure to always return the equipment to its original storage area following the activity.

Food: It is permitted to serve food that is catered by a licensed establishment. A permit from the Health Unit is required when serving food that is not prepared and catered by a licensed establishment.

Restrictions: Use of the showers is prohibited. The consumption of alcohol in Board facilities is strictly prohibited.

Fees: Where applicable, any fee to be paid by the responsible officer acting on his/her behalf or on behalf of his/her organization shall be determined by the Board depending on the kind of organization and the type of activity organized on the school premises. This fee must be paid upon receipt of an invoice.

Parking: Parking on Board property is a privilege for which no charge is made. All parking or use of a parking lot, therefore, is at the risk and responsibility of the community use group members, the owner and/or the driver of a vehicle.

Damages, Loss, Breakage: The responsible officer acting on his/her behalf or on behalf of his/her organization will be held liable for any and all damages, loss and/or breakage resulting from the use of the school premises and/or equipment owned by the Board.

Waiver: The responsible officer acting on his/her behalf or on behalf of his/her organization to whom a "Permit for Authorized Use of a School Facility" is issued will agree that it will indemnify and save harmless the Sudbury Catholic District School Board from any and all liability, damage, and expense, cause of action, suits, claims or judgments arising from injury to person or property or death in the assigned school or property.

The Custodial Staff will report to the Principal, without delay, any infractions to the regulations and conditions governing the community use of schools.

I, the responsible officer acting on my behalf or on the behalf of the organization/group named herein, certify that I have read all of the conditions and regulations governing the community use of school facilities which appear herein and agree to conform thereto and to be bound thereby. I fully understand that I may be required to pay any additional costs incurred by the Sudbury Catholic District School Board as a result of the use of the facility named herein. Failure to abide by the terms and conditions and all other regulations governing the use of school facilities may result in the immediate cancellation of this permit by the Sudbury Catholic District School Board. It is then agreed that the application, the acceptance thereof, and the conditions concerning the use of school premises shall constitute a binding contract.

SIGNATURE OF RESPONSIBLE OFFICER/GROUP REPRESENTATIVE

DATE

Sudbury Catholic District School Board Approval:

Approved by: Manager of Facility Services _____ Date: _____