



PROCEDURE

Title: **COMMUNITY USE OF BUILDINGS,
FACILITIES AND EQUIPMENT
(RENTAL PERMITS)**

Procedure No.: **4007a**
Effective Date: **1999 Jan 26**

Department: Facility Services

Reference(s):

- www.TVDSB.ca/schools/rent-a-school-space
- School Generated Funds Policy and Procedure
- Use of Service Animals by General Public Procedure
- Live Animals in the Classroom Independent Procedure
- Community Use of Facilities, Terms and Conditions
- Ontario School Boards' Insurance Exchange

1.0 Rental Revenue

Net rental revenue from Community Use of Facilities permits will be shared using the following formula: 50% to the school, 40% to Facility Services, and 10% to Central Administration of the Board. Net rental revenue from equipment will be reimbursed 100% to the school/site. Net rental revenue from the administrative fee will be reimbursed 100% to Central Administration of the Board.

2.0 Subsidized Rates

Subsidized rates are applicable to Not-for-Profit (NFP) Groups B, C, and D. For profit organizations, Group F and G do not qualify for subsidized rates under any circumstances. Refer to the TVDSB website, www.tvdsb.ca/schools/rent-a-school-space for current subsidized rates.

2.1 GROUP CLASSIFICATIONS

When required, the Community Use of Facilities office will request proof of not-for profit status; such as and not limited to, letters of patent/incorporation or audited financial statements. Permits must be in the name of the group administering the program and handling the registration fees and application process.

The following shall be administered by the Community Use of School Facilities office.
The priority availability of bookings shall be generally:

Group A **School/Board Related** - Meetings and school based activities of student associations, School Councils, Thames Valley Parent Involvement Committee and evening or weekend activities organized by the school or a Thames Valley District School Board (TVDSB) department. Thames Valley Regional Athletics, Ontario Federation of School Athletic Association and other activities that involve Thames Valley District School Board students as well as other publicly funded school boards. Meetings and workshops organized by TVDSB for its staff on evenings and weekends.

Administered By: **Facility Services, Community Use of Facilities**

Amendment Date(s): 2016 May 24, 2018 September 25

- Group A(1) **Parent Related** - Meetings and school based activities of the Thames Valley Council of Home and School Association and school-based Home and School Associations that are in good standing with the Ontario Federation of Home and School Associations (OFHSA).
- Group B **Not-For-Profit Youth-Related Community Groups** - run by local groups for youth, where the activities are intended for participants under the age of 18 (or under the age 28, if participants have a disability).
- Group C **Not-For-Profit Recognized Youth Sport and Recreation Service Providers** - Recreation committees and sports organizations that are members or affiliates of a provincial, municipal or accredited camping organization and groups whose sole purpose is to function as a youth sports organization . The activities are intended for participants under the age of 18 (or under the age 28, if participants have a disability).
- Group D **Other Not-For-Profit or Charitable Groups** - Groups such as local service clubs, community health associations, senior-groups, registered faith based and creed groups as determined by the Thames Valley District School Board.
Registered faith based and creed groups holding services on Saturday or Sunday are not eligible for the provincial subsidy, regardless of charitable status.
- Group E **Not-For-Profit Childcare Operations** - Groups involved with before/after, extended day and day care childcare programs delivered by eligible operators (as per the Child Care and Early Years Act), and TVDSB approved operators on non-instructional days.
- Group F **Youth Camps/Programs and Adult Groups without Charitable or NFP Status** - Functions organized by individuals/organizations that do not have charitable or-NFP status and may have an admission charge, participation cost or fee, i.e. karate clubs, dance schools/recitals, sport camps, athletic groups, fundraisers, theatre performances and paint nights. Activities or programs sponsored by private individuals for private gains.
- Group G **For Profit** - Functions organized by Industry/Businesses for profit-making purposes i.e. trade shows, public concert.

3.0 Facility Booking

Space can be rented on operating school days Monday-Friday 6:00 PM to 10:00 PM. Saturday and Sundays may be available; on the condition custodial coverage can be arranged. All use of buildings, facilities and equipment must be recorded with the appropriate forms and permit process. This ensures accurate tracking of facility use by the various community groups regardless of whether fees have been subsidized.

Under exceptional circumstances a NFP group may be approved by the school Principal and Superintendent to utilize facilities prior to 6:00 PM but must also comply with the permit process. Refer to Appendix "A".

3.1 School Scheduling

Schools are required to submit all known internal events for the upcoming school year by June 15th. This includes confirmed and reoccurring school, School Council and TVDSB organized meetings, programs, and events after 6:00 PM on school days and all hours during weekends, TVDSB designated holidays and school break periods. Otherwise, 10 business days are required to displace any community group for a School/TVDSB organized event. In such circumstances, the Community Use of Facilities Department will strive to find a suitable alternate date or issue a credit or refund if applicable.

3.2 Alternate School/Facility Usage for Board/School Organized Bookings

Requests for school/facility usage between TVDSB sites are to be submitted using the Online Reservation System.

3.3 TVDSB Organized Bookings

The host school or department is required to submit permits for all TVDSB organized programs, meetings and events after 6:00 PM on school days and all hours during weekends, TVDSB designated holidays and school break periods. Departments may use the application process to submit facility usage requests for programs at TVDSB sites.

3.4 Local School-Based Home and School Association and Thames Valley Council of Home and School Associations Organized Meetings and Activities

In support of school activities; Thames Valley Council of Home and School Associations and local school based Home and School Associations in good standing with OFHSA, wishing to use TVDSB schools for meetings, and activities on weeknights after school hours, on TVDSB designated holidays or on weekends are required to register online through the Public Reservation System and submit all known dates by June 15th. Otherwise, 10 business days are required to displace any community group for such activities. Community Use of Facilities staff will ensure the local school-based Home and School Association is in good standing for liability purposes.

4.0 Permit Approval

All community use permits will be sent electronically to the school administration for approval. In order to meet customer service turnaround times, when deemed appropriate the Community Use of Facilities office may approve a permit on behalf of the school.

Events at Board offices and non-regular day school facilities will require the approval of the Corporate Services Supervisor or Community Use of Facilities Supervisor, as appropriate.

4.1 Ineligible Activities

High-risk activities as determined by TVDSB will not be permitted on school property, such as and not limited to; discharge or use of weapons, activities involving use of board-owned equipment by unqualified individuals, open flames of any kind, firework displays, other pyrotechnical devices and inflatable amusement devices (e.g. bouncy castles). Applicants should refer to the Terms and Conditions agreed upon at the time of applying for a permit.

Generally school facilities are rented as a place to come together, build skills, access community programs and become physically active. Any facility rental requests, outside such normal operations as determined by TVDSB, such as and not limited to; filming, magazine or commercial back drops, public concerts and corporate trade shows will not be permitted unless written approval is obtained from the Community Use of Facilities office.

4.2 Propane Barbecues

Upon site approval, only propane barbecues will be permitted outdoors provided the permit holder/event organizer supplies one fire extinguisher per barbecue unit. Indoor storage of propane tanks, flammable and combustible materials is prohibited. Refer to the terms and conditions.

5.0 Permit Renewal

Returning groups in good standing will generally have first consideration for equivalent space and allotted time slots, as long as applications are submitted according to the deadline posted on the TVDSB website, www.tvdsb.ca/schools/rent-a-school-space. Additional space and time requests must be submitted separately for consideration. It is the mandate of TVDSB to ensure usage is fair, reasonable and equitable. Changes may be made at any time as required by TVDSB.

5.1 School Closures

Groups with historical permit status in a school slated for closure will have first consideration in the consolidated school, if available. TVDSB is committed to making all efforts to fulfill the accommodation at a new location. In all instances, priority availability will be determined based on group classifications, where Group A has the highest priority.

6.0 Payments and Receipts

The Community Use of Facilities office will receive payment for the rental, issue receipts as required and forward cheques payable to the Thames Valley District School Board, to Business Services, Education Centre. Harmonized Sales Tax shall be charged where applicable. All payments for rentals must be made 10 days prior to the event or cancellation may be invoked or alternate rental may be entered into by the School/Board.

6.1 Cancellations, Revisions, No Shows and Refunds

Cancellations, revisions and no shows are subject to additional fees per occurrence. These fees are subject to change as approved by the Facility Fee Schedule Committee. Refunds will be issued for amounts valued over \$50.00; otherwise a credit will be applied on account.

6.2 Inclement Weather and Strikes

All use of schools by outside user groups shall be automatically cancelled when schools are closed due to inclement weather, strikes, or any other causes beyond the control of TVDSB. Permit holders should refer to the urgent news area on the TVDSB website, www.tvdsb.ca for information pertaining to school closures.

7.0 Liability, Losses and Damages

The rental permit will include the obligation of the rental representative and association to be responsible for all losses and damages to property and equipment which occur during or as a result of the rental by the permit holder. A permit holder is acting on behalf of an independent group or organization that has been granted permission to use school facilities by the Community Use of Facilities office.

The school board's liability policy extends coverage to members of School Council acting within the scope of their duties on behalf and under the direction of an authorized employee or member of the school board. Activities of the group that is independent of the school board, such as, independent fund-raising events and social outings of the School Council would not be covered by the board's liability insurance.

Principals are responsible for ensuring that events under their direction are covered by the Ontario School Boards' Insurance Exchange.

Proof of comprehensive general liability insurance in the amount of \$2-million (naming TVDSB as additionally insured) is required with respect to the use of the premises. It is the responsibility of the permit holder to ensure that all vendors, including refreshment vehicles, are insured. For profit vendors and organizations, refreshment vehicles and private vendors that will personally profit, are separate legal entities therefore required to have their own liability insurance coverage.

User groups are not covered under the school board's liability insurance. Groups without insurance may be able to purchase third party insurance available through TVDSB, as long as the activities are approved by the insurance provider. User group coverage provides coverage to the organizer and participants of the event only. A rider may be necessary on the organizations insurance certificate to ensure the event and activities are covered.

With the exception of reasonable wear and tear, permit holders will be held responsible for any damages to the property and/or equipment which, in the opinion of TVDSB, result from the use of facilities by the permitted group.

8.0 Keys and Access to Building and Facilities

No keys or access codes are to be given to permit holders.

9.0 Outdoor Areas

Organized outdoor events must be booked through the Community Use of Facilities office for use after school hours, on holidays, or week-ends when the area is not being used for school purposes. The frequency of activities may be limited in order to protect grassed areas.

9.1 Sports Field Start Date

Thames Valley District School Board sports fields will be assessed early in the spring in order for the access date to be determined by Facility Services based on site condition.

9.2 Soccer/Football/Baseball Fields Rain Out Procedures

Whenever inclement weather occurs, the user group must evaluate the field conditions and adhere to the Wet Field Guideline. If there is presence of standing water or conditions deteriorate due to rainfall during the use, the group should not play on the field as footing conditions may be unsafe and extensive damage may be caused to the field. The permit holder will be responsible for all damages to the field.

TVDSB reserves the right to close any field at any time due to construction, maintenance, adverse weather conditions or any other reason deemed necessary.

Subject to field availability, the Community Use of School Facilities office can be contacted to re-schedule the event. No revision/cancellation fees will be applied.

10.0 Custodial Services

When Custodians are regularly on duty, no custodial charge related to the use of the facility shall be levied unless additional help is required for set-up, supervision, and/or clean-up. When a Custodian is called out for duty, a minimum of (3) three hours, at overtime rates, charge is levied. This cost will be added to the cost of the rental permit. The custodial hourly fee will be subsidized for Groups B, C and D.

Operational requirements of facilities require that custodians must be on duty for all permits, including Internal Events being hosted under the direction of TVDSB Administration, TVDSB staff or TVDSB Trustees.

To ensure appropriate custodial coverage is provided, hours required must be identified on the Permit for Use of Board Property.

Current rates and applicable subsidies are posted on the TVDSB website, www.tvdsb.ca/schools/rent-a-school-space.

11.0 School Breaks and Statutory Holidays

Schools may permit rentals during school breaks and on TVDSB designated holidays by special arrangement and provided custodial support is available.

Schools may permit rentals during regular custodial hours over the summer months of July and August. Permits will be restricted during the last two weeks of August to facilitate maintenance activities in order to prepare for the upcoming school year. Consultation with Facility Services is required prior to permit requests being approved during high maintenance periods, including the last two weeks of August. Group E classification will be given consideration to operate during high maintenance periods as approved by Facility Services.

12.0 Supervision

The event supervisor listed on the permit is responsible to ensure all participants and spectators adhere to the permit Terms and Conditions included with the permit. Proper supervision is required at all times by the permitted group.

13.0 Security

If any event requires school security as deemed by the Board, the permit holder will be required to engage security personnel approved by Thames Valley District School Board.

14.0 Special Occasion Permits

Special Occasion Permits include any permit in which activities include but are not limited to presence or consumption of alcohol and games of chance such as lotteries, gambling, bingo, 50/50 draw, etc. Proof of purchase of a liquor licence will be required for the presence of alcohol and proof of purchase of a gaming licence will be required if games of chance are planned.

School Principals have final approval of all Special Occasion Permits and may stipulate any additional rules or requirements to be added to the permit. Once approved, proof of licence purchase (gaming and/or alcohol) must be submitted 15 working days prior to the event.

15.0 Smoking

Smoking or vaping on school board property and within 20 metres from any point of the perimeter of any school board property is prohibited. This includes the smoking or holding of lighted tobacco or cannabis (marijuana), and includes a ban on the use of e-cigarettes and electronic smoking devices. Also prohibited are shisha, smokeless tobacco and all related accessories. This code of conduct is in effect 24 hours a day, 7 days a week.

Failure to comply with this code of conduct may result in cancellation of current and future Community Use permits and/or charges and fines issued by an Officer of a Provincial Enforcement Agency.

16.0 Facility and Equipment Rental Costs

16.1 Administration Fee

A \$25.00 Administration Fee is applicable to all permits except Group A, Group A(1) and Groups E. This fee is subject to change as approved by the Facility Fee Schedule Committee.

16.2 Air Conditioning Fees

Outside of regular school/business hours, the air conditioning is not operational. Groups requesting air conditioning for their rental will be required to pay an hourly rate to cover the additional costs incurred by the Board. The Air Conditioning fee does not apply to Group A, Group A(1) and Groups E.

The Community Use of Facilities office must be notified at least five (5) business days in advance to cancel any air conditioning services.

16.3 Facility Fee Schedule Committee

The facility fee rates shall be reviewed annually by a committee consisting of a representative from the Community Use of Facilities Department, Facilities Services, Financial Services and a Trustee. The Community Use of Facilities committee shall review and update facility rates annually. Current rates and applicable subsidies are posted on the TVDSB website, www.tvdsb.ca/schools/rent-a-school-space.

16.4 Equipment - Loans and Rentals

The rental of school equipment is at the discretion of the Principal. The on-line table represents the equipment rental rates but is not inclusive of all potential items. Arrangements for use should be made at the time the rental application is completed.

The equipment rental rates shall be reviewed annually by the Facility Fee Schedule Committee.

Current rates and applicable subsidies are posted on the TVDSB website, www.tvdsb.ca/schools/rent-a-school-space.

17.0 Animals

Animals are not permitted during any Community Use of Facility bookings with the exception of service animals. The Use of Service Animals by General Public Procedure must be followed.

18.0 Parking Lots

Outside of school hours, parking spaces are available for participants and spectators that have an approved permit for the use of the facility only. Parking spaces cannot be guaranteed. Due to liability and safety risks, parking lots will not be permitted to other groups and businesses for parking lot purposes.

**COMMUNITY USE OF BUILDINGS, FACILITIES
AND EQUIPMENT (RENTAL PERMITS)**

Appendix "A"

Groups providing valuable support services to TVDSB students after school and before 6:00 PM may be granted a permit by the Principal based on the following criteria:

- Must be a registered not-for-profit group
- Must be a free activity or service provided only to TVDSB students
- Must comply with the Community Use of Facilities permit process
- Must be supervised by school staff

In cases where the activity is *not supervised by school staff*, the exception must be considered by the school Superintendent and in some cases approved by Administrative Council. If approved, any pamphlets, forms or correspondence must include the following disclaimer:

This is not a program endorsed, offered or supervised by the school or by the Thames Valley District School Board. We send out and collect these permission forms as a courtesy only. Any questions pertaining to this program, transportation arrangements or supervision of students should be directed to (name of group contact) at (phone number of group contact). Thames Valley District School Board staff do not supervise the students or the program.