



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: Community Use of Schools

		Policy Number:	400.05
Adopted:	September 9, 2003	Former Policy Number:	n/a
Revised:	March 28, 2006; June 28, 2011; June 24, 2014	Policy Category:	Operations
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes in building positive relationships and partnerships with our parishes, parents and the community at large. The Board acknowledges that educational facilities are an integral part of the community and, as such, add to the spiritual, educational, recreational and social development of all who share them. It is the intent of the Board to have its facilities used in the best interests of the community, including facilitation of community partnerships, when they are not required for school use. The use of facilities must be complementary to the goals and beliefs of the Board.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board criteria regarding community use of schools are as follows:

- Use of facilities by community groups must not interfere with school programs.
- The Board must not incur any liability or contingent liability on behalf of any permit holder.
- The use of a facility by a permit holder, other than non-profit groups, parishes or the Board and its schools, must be rented on a cost-recovery basis.
- Security of school property and safety of children must never be compromised.
- The Board shall not compete with private or municipally-owned facilities and encourages facility utilization where it is in the best interest of the community and when such facilities are not required for school use.
- The Board reserves the right to review the status and supporting documents, including financial statements, of any community member or group, including City of Brantford affiliates and Municipal affiliates, that benefit by participating in any process or agreement, which makes reference to this policy. Should the Board not be satisfied that the documentation supports the status, including affiliation, the Board has the right to refuse the benefit provided by the process or agreement.
- The Board reserves the right to approve or deny any permit.

Glossary of Key Policy Terms:

Cost Recovery

Cost recovery is the practice of establishing and collecting user fees for services.

Facilities

Rental facilities include secondary school classrooms, gymnasiums, cafeterias, lecture halls libraries and outside areas; such as sports fields and parking lots.

References:

Education Act, R.S.O. 1990, Section 301(3.1), Code of Conduct

If a school board enters into an agreement with a third party with respect to rental of school space, the school board must include in the agreement a requirement that the other party follow standards that are consistent with the provincial Code of Conduct, in accordance with subsection 301(3.1).

Ministry of Education: Community Use of Schools, Program Principles



Community Use of Schools AP 400.05

Procedure for:	All Staff, Community Members	Adopted:	September 9, 2003
Submitted by:	Superintendent of Business & Treasurer	Revised:	March 28, 2006; June 28, 2011;
Category:	Operations		June 24, 2014, August 19, 2015

Purpose

The purpose of the Administrative Procedure for Community Use of Schools is to establish guidelines and procedures for all staff and members of the community for the use of school facilities.

Responsibilities

Principal

It is the responsibility of the school principal to:

- Input all school-sanctioned events, before June 1st of each school year, into the School's online calendar so that community groups are aware of the availability of school facilities.
- Approve or deny permits, within three working days, for the use of facilities in their school by community groups.
- Verify permits in the School online calendar, as required.
- Monitor, where possible, community members and groups to ensure adequate supervision is maintained at all times.
- Ensure, where possible, that youth participants do not enter the rental space before the adult supervisor arrives.
- Ensure, where possible, that adult supervisors remain at the rental space until all participants have left the space.
- Ensure that exterior doors are not propped open.
- Approve or deny requests for the use of gymnasium equipment, other than basketball nets and volleyball standards and for the use of audio visual and / or sound equipment. If such requests are approved by the principal, these specific items will be left in the gymnasium or rental space by the principal or designate.
- Ensure that permit holders adhere to the regulations and conditions for use as established in the Board's Community Use of Schools policy and administrative procedures. Contact the Plant Assessment & Community Use Secretary to report infractions.

Plant Assessment & Community Use Secretary

It is the responsibility of the Plant Assessment & Community Use Secretary to:

- Ensure that online bookings by community groups are complete and meet the regulations and conditions for use as established in the Board's Community Use of Schools policy and administrative procedures, i.e., validation of insurance, Party Alcohol Liability (PAL) insurance, licensing, payment for use of facilities, etc.
- Ensure, before June 1st of each school year, that all areas of the online booking system are configured, updated and consistent with the Board's Community Use of Schools policy and procedures, i.e., calendar year, excluded dates, permit types, space types, costs / subsidies, equipment, notifications, comments, frequently asked questions, etc.
- Respond to inquiries and questions regarding the use / rental of Board-owned facilities.
- Respond to inquiries and questions regarding the use of the Board's online booking system.
- Approve or deny the initial request to book a school facility.
- Ensure that permit holders have correctly stated their *Permit Type* and make changes / corrections where necessary. In the case of a permit type discrepancy, the Plant Assessment & Community Use Secretary's decision is final.
- Allocate custodians, as required, to open / close a school, to flush water at a school, to set-up and clean the space used by the permit holder, etc.
- Allocate fees / discounts, as required, to permit holders, i.e., application fees, rental fees, multiple usage discounts, cancellation fees, security card fees, permit change fees, etc.



- If a custodian is not present in the school during the booking, ensure that the permit holder is issued a security card to enter a school at the allotted days / times of a booking and ensure that the permit holder is able to alarm the school at the end of the booking.
- Approve custodian time sheets or online submissions, as required, for time required to open / close a school, to water flush a school, to set-up and clean the space used by the permit holder, etc.
- Ensure adherence to the regulations and conditions for use as established in the Board's Community Use of Schools policy and administrative procedures and take necessary action, as required, i.e., discuss infractions, issue warnings, administer fees, cancel bookings, cancel permits, deny bookings.

Custodian

It is the responsibility of the custodian to:

- Verify permits in the School online calendar, as required, noting space required, dates / times, special instructions, permissions for the use of other gymnasium equipment or audio visual and sound equipment, etc.
- Ensure the care and protection of school property while bookings are in progress.
- Set-up rental spaces as required by the permit holder and ensure that rental spaces are left in a clean orderly fashion by the permit holder.
- Assist the permit holder during their booking, as required.
- Ensure that youth participants do not enter the rental space before the adult supervisor arrives.
- Ensure, where possible, that adult supervisors remain at the rental space until all participants have left the space.
- Ensure that exterior doors are not propped open.
- Monitor, when possible, community members and groups to ensure adequate supervision is maintained at all times.
- Ensure that permit holders adhere to the regulations and conditions for use as established in the Board's Community Use of Schools policy and administrative procedures. Contact the Plant Assessment & Community Use Secretary to report infractions.

Manager of Facilities & Construction Projects

It is the responsibility of the Manager of Facilities & Construction Projects to:

- Advise, the Plant Assessment & Community Use Secretary, before May 1st or as soon as it is known, of any Board facility, which cannot be rented due to construction or renovations, major repairs or maintenance, or unforeseen incidents, i.e., flooding, fire, gas leak, absence of heat, hydro or water, which could compromise the safety of permit holders.
- Approve or deny all additions or alterations to any part of a Board-owned structure, which are noted in the Online Application.

Permit Holder

It is the responsibility of the permit holder to:

- Adhere to the regulations and conditions for use as established in the Board's Community Use of Schools policy and administrative procedures. Failure to do so could result in the cancellation of the permit(s).
- Complete an Online Application to rent Board-owned facilities.
- Refer to the Community Group Categories and Fee Schedule (Appendix A) to determine rental fee and other costs (if applicable).
- Make new permit requests at least 14 days prior to the first date of the activity. If the request is not made within this period of time, the Board cannot ensure that final approval of the booking will be granted before the first date required.
- Forward a valid Certificate of Insurance and proof of licensing (where applicable) to the Plant Assessment & Community Use Secretary prior to the date of the start of the permit or purchase insurance through the Online Application process.
- Provide payment when the permit has received final *Approval*.
- Request a security card(s), if required, to access a Board-owned facility / arm the security system through the Online Application.
- Ensure that bookings are accurate so that Change Permit Fees are not charged.
- Cancel bookings, at least seven days before the booking date, so that Cancellation Fees are not charged.



- Assume full responsibility for the acts and conduct of all persons admitted to the premises while their booking is scheduled.
- Ensure that participants and spectators, siblings, etc., remain within the designated rental space.
- Ensure that all participants and spectators leave the rental space before the end time of the booking.
- Ensure that adequate adult supervision is maintained in all rental spaces, i.e., when many areas are used, an adult supervisor must be present in each of the areas.
- Ensure that youth participants do not enter the rental space before the adult supervisor arrives.
- Ensure that adult supervisors remain at the rental space until all participants have left the space.
- Ensure that exterior doors are not propped open.
- Report all critical injuries to the Board's Disability Management & Safety Coordinator immediately after the incident at 519-756-6505. A critical injury is an injury of a serious nature that places life in jeopardy, produces unconsciousness, results in a substantial loss of blood, involves the fracture of a leg or arm, involves the amputation of a leg, arm, hand or foot, consists of burns to a major part of the body or causes the loss of sight in an eye.
- Be responsible for all damages incurred while their booking is scheduled. This shall also include reimbursement of costs to repair damage caused to the Board's fields and play spaces.
- Ensure that the rented space used is left in the same, or better, condition than when the booking began.

Information

School board facilities may be used for any function, except those not deemed to be acceptable by the Director of Education, Superintendent of Business & Treasurer, the principal or designate. Except for use as Polling Stations during elections, schools shall not be used for partisan political events, except those approved by the Board of Trustees. The Brant Haldimand Norfolk Catholic District School Board shall make available to the public; facilities and premises for all educational or lawful purposes, which are consistent with the teachings of the Roman Catholic Church. The use of facilities must be complementary to the goals and beliefs of the Board. The use of facilities by any permit holder must not interfere with school programs.

Procedure

The Brant Haldimand Norfolk Catholic District School Board has a tiered approval system through the online Community Use of Schools Program.

Community groups must complete an Online Application to use school facilities. Applications should be submitted at least two (2) weeks in advance of the activity.

1. A new user to the online booking system should create an account, complete all required information and login.
2. An email will then be forwarded to the email address provided when you created an account to activate your account. If you are requesting a new permit as part of a larger community group with several permit holders, the email message may be forwarded to the "leader" of your community group to verify your role within that community group.
3. Once your account has been activated, you are then able to create a new permit.
4. Please complete all required information regarding the new permit, i.e., category, date(s), time(s), reoccurrences, school, spaces to be used, event supervisors, special instructions, comments to the custodian, etc. and save and close your permit.
5. Review the permit once again for accuracy, i.e., correct dates / times, etc., so that you do not incur Change Permit Fees after the permit has received final approval and has been locked.
6. Once your permit has been saved, it will be placed in a *pending* category.
7. The Plant Assessment & Community Use Secretary will then review the booking to ensure that all details are complete, i.e., there are no conflicts regarding the category, date(s), time(s) or space(s) required, review permit costs and include any additional costs regarding, extra custodial time, insurance, water flushing, etc., include comments regarding special instructions or comments for the custodian or permit holder and approve or deny the booking.
8. If the permit is denied, the Plant Assessment & Community Use Secretary must provide a reason for the denial in the comments section for the permit holder.



9. If the permit is approved by the Plant Assessment & Community Use Secretary, details regarding the booking will then be forwarded to the principal of the school where the booking will occur.
10. The principal will then review the booking, make any comments, if required, and approve or deny the booking.
11. If the booking is denied, the principal must provide a reason for the denial in the comments section for the permit holder.
12. If the permit is approved by the principal, it will then be forwarded back to the Plant Assessment & Community Use Secretary for final review and approval.
13. The Plant Assessment & Community Use Secretary will grant final approval only when all information is completed, a valid Certificate of Insurance has been obtained and proof of licensing (where applicable) has been received from the permit holder. Payment is due upon approval of the permit.
14. Once the permit has received final approval, an email will be forwarded to the permit holder informing them that their permit has been *approved and locked*.
15. When a permit has been approved and locked, the permit holder is no longer able to make changes to the permit. Permit changes can only be made by the Plant Assessment & Community Use Secretary and applicable Change Permit fees will be apply.

Conditions of Use

Hours of Community Use

- Regular School Days: Monday to Friday from 6:00 p.m. to 10:00 p.m.
- Weekend Use: Saturday and Sunday from 8:00 a.m. to 6:00 p.m.
- Inclement Weather: All permits will be cancelled during periods of inclement weather.

General

- Permits are not transferable.
- Permits are valid for the current school year only and new applications must be made on an annual basis; beginning July 1st.
- Applications for the following school year (the first Monday following Labour Day in September until June 30th) can be submitted online as of July 1st. New applications submitted prior to July 1st will be denied.
- Permits will not normally be issued during statutory holidays, professional development days or during Christmas holidays and March Break (this includes the weekends before and after Christmas holidays and March Break).
- Permits will not normally be issued during the months of July and August; due to annual maintenance of schools and vacation schedules of staff members.
- Permits will not be issued during the last two weeks of August.
- The Board will consider granting permits on unavailable days on a case-by-case basis.
- Outdoor fields are generally available for booking during the months of April to September. Assumption College School and St. Basil Catholic Elementary School fields can be booked directly through Brantford Parks & Recreation at 519-756-1500. Outdoor field use is subject to the conditions of the field and may be impacted by the weather and soil conditions. Start dates for field use may be delayed, or field use may be disrupted or prohibited, until field conditions are restored.
- Permits will not normally be issued for events such as weddings, baby / wedding showers, "buck & doe's", birthday parties, family celebrations / parties, large community events / festivals, etc., unless written consent has been granted by the Director of Education or designate.
- Custodial staff are on duty for the care and protection of school property. They are not permitted to act as supervisors of an activity in progress.
- Permits will be cancelled when schools are closed due to inclement weather or for reasons beyond the control of the Board. Notice of cancellation will be provided as quickly as possible in each situation.
- Normally, a school shall be opened and closed by the principal or a caretaker. If neither the principal nor the caretaker is available, a designate may be appointed by the principal. Where the principal appoints a designate to perform this function, the designate shall be a responsible person over the age of 18 years.
- All inquiries, concerns and / or complaints should be directed to the Plant Assessment & Community Use Secretary at cus@bhncdsb.ca.
- A permit holder can check the status of their permit by using the Board's Online Booking system at any time.



Excluded Dates

- Typically, permits will not be issued during statutory holidays, Easter Monday, professional development days or during Christmas holidays and March Break (this includes the weekends before and after Christmas holidays and March Break).
- From time-to-time, permits will not be issued at Board-owned facilities when construction or renovations are underway, when major repairs or maintenance have been scheduled, or unforeseen incidents have occurred, i.e., flooding, fire, gas leak, absence of heat, hydro or water, which could compromise the safety of permit holders.
- Typically permits will not be issued during the months of July and August; due to annual maintenance of schools and vacation schedules of staff members.
- Permits will not be issued during the last two weeks of August.
- A limited number of Board-owned facilities may be available for rental during the excluded dates above.

Booking Restrictions

- Beginning June 1st and ending September 15th, permit holders may submit, for approval, no more than two bookings per week per rental facility to ensure all community members and groups equal opportunity to access Board-owned facilities.
- Beginning September 15th, permit holders may submit, for approval, additional bookings per week per rental facility.

Priority Booking

Permits will be approved using the following priority sequence:

1. Board, school, Catholic Church and Catholic service organization permits.
2. Historical permits.
3. City of Brantford and Neighbourhood Association permits.
4. Affiliated groups' permits and all other community use permits.

Liability and Insurance

- The Board is not responsible for personal injury or damage, or for the loss or theft of clothing and equipment, for individuals attending an event on the invitation of the applicant. This also applies to the use of parking lots and play fields. The permit holder agrees to indemnify and save harmless the Board from any action or claim against it as a result of the use of facilities by the user.
- All permit holders must supply and provide proof of valid insurance. Permit holders must forward a Certificate of Insurance, in the amount of \$2 million, naming the *Brant Haldimand Norfolk Catholic District School Board* as an additional insured on the policy.
- The Board will purchase insurance for permit holders who are unable to provide a Certificate of Insurance. The cost of insurance will be reflected in the permit.
- The Permit Holder agrees to assume full responsibility for the acts and conduct of all persons admitted to the premises.
- The Permit Holder agrees to release the Board from any and all liability to any person for any loss, damage, or injury to any persons or property incurred in or upon the premises.

Alcoholic Beverages

Alcoholic beverages are permitted only under the following conditions:

- A Liquor License has been obtained from the Liquor License Board of Ontario and the permit holder will supply the Board with proof of the license.
- A minimum of \$2 million of Third-Party Liability has been obtained from Party Alcohol Liability (PAL) Insurance and the Board must be named as an insured.
- The permit holder will employ servers of alcoholic beverages who are Smart Serve certified.
- A minimum of two police officers are in attendance for the duration of the event / booking. The Board reserves the right to waive this requirement, at its own discretion, for certain events / bookings. Permission may be granted by the Superintendent of Business & Treasurer or designate.
- For the duration of the booking, signs will be displayed encouraging the use of a designated driver.
- For the duration of the booking, telephone numbers for local taxi companies will be displayed.



Restrictions and Limitations

- Smoking is prohibited on all Board-owned property; 24 hours per day, as outlined in the Tobacco Control Act. Permit holders are not permitted to smoke outside the building and must vacate Board property for smoking purposes.
- Posters, indicating that smoking is prohibited on Board-owned property will be displayed.
- No utterance, portrayal, display or performance of an obscene or disloyal nature will be permitted.
- If a Permit Holder's policies or activities are contrary to the philosophy, mission and values of the Board, the Permit Holder shall be denied use of any property of the Board.
- A person or persons shall not use Board-owned facilities unless an online Permit Application has been received and approved in accordance with this policy and administrative procedure.
- Permit holder may be required to print a copy of their permit(s) to gain access to the rental space or to verify permission to use specialized gymnasium equipment, audio visual or sound equipment.
- Nuts and nut products, shellfish and latex (balloons) are not permitted in Board-owned facilities as these products pose a significant health risk to some of our students and community members.
- Floor hockey, ball hockey, baseball and gymnastics are not permitted inside any Board-owned facility.
- Indoor soccer is permitted, but only with the use of indoor soccer balls.
- Clean, rubber-soled, non-skid and non-marking athletic shoes must be worn by all players during athletic functions held in school gymnasiums and / or general purpose rooms.
- Tables, chairs, dishes and other equipment, brought into the facility by the permit holder, shall be removed promptly after the permit activity.
- Permit holders are not permitted to store furniture, equipment or material in any Board-owned facilities, unless the permit holder has written consent from the principal of the facility. This consent should be noted in the online booking.
- Typically, gymnasium equipment, other than basketball nets and volleyball standards, are not available for use by permit holders. However, the principal may grant permission for the use of other gymnasium equipment. Only specific items, requested in the online booking, will be left in the gymnasium by the principal or designate. The permit holder is responsible for reimbursement of costs to repair / replace any damage caused to specific equipment by the permit holder.
- Typically, stages are not available for use by permit holders when renting the gymnasium / cafetorium of a school. In certain circumstances, approval may be given to rent the stage for single use or for a short period of time. The permit holder should contact the Plant Assessment & Community Use Secretary to request the stage rental. The Plant Assessment & Community Use Secretary will review the request with the appropriate Senior Administrator / Manager.
- Signs and decorations may not be attached to walls or elsewhere without prior arrangement and permission from the school principal.
- All additions or alterations to any part of a Board-owned structure are to be noted in the Online Application and must be approved by the Manager of Facilities & Construction Projects.
- Typically, the use of audio visual and sound equipment are not available for use by permit holders. However, the principal may grant permission for the use of this equipment. Only specific items, requested in the online booking, will be left in the rental space by the principal or designate. The permit holder is responsible for reimbursement of costs to repair / replace any damage caused to audio visual and sound equipment by the permit holder.
- The permit holder is responsible for reimbursement of costs to repair / replace any damage caused to the building, grounds and equipment and lost or stolen items. The Board will seek full restitution for any theft / loss and / or damage done to its buildings, equipment or grounds by the permit holder.
- Use of the kitchen / staff room, its equipment and small wares, is not permitted in any school.
- Permission to use any outdoor area, i.e., outdoor field and parking lot, must be obtained through the online booking system.
- Vehicle parking is permitted in designated parking areas only. Parking is not permitted on grass or asphalt play areas.
- Elementary school classrooms are not available for rental. If a community member or group requires a classroom-type space, please contact the Plant Assessment & Community Use Secretary to discuss alternative areas. Alternatively, secondary school classrooms are available as rental spaces to community members or groups.



Fire Prevention

- All scenery, special effects, props, etc., must be approved by the principal at least 24 hours prior to presentation or dress rehearsal. All scenery, special effects, props, etc. must be removed from the premises immediately after the booking or within a period of time agreed to by the principal and the permit holder.
- Use of pyrotechnics, smoke machines and dry ice is strictly forbidden.
- Seating capacities in gymnasiums and cafeterias must not exceed the Fire Department's limit indicated on the capacity listings posted in these areas.
- In compliance with Fire Regulation and immediately upon the sounding of the fire alarm, house lights will be activated and the permit holder and their audience will be requested to leave the rental space by the nearest exit(s). Only when the Fire Department has brought the fire under control or has determined that a false alarm has occurred, will the permit holder and their audience be permitted to re-enter the rental space.
- If a false alarm is caused by the permit holder or a member of their audience, permit holders will be charged for the costs of security, police or fire department false alarms.
- The permit holder is responsible for enforcing all fire regulations and must ensure that obstructions are not placed in corridors or in front of fire exits. Some events / bookings, which use tables and chairs, may require the permit holder to submit a floor plan to the Plant Assessment & Community Use Secretary; for approval and to ensure Fire Safety compliance.

Fees

Subsidized Rates for Community Groups

- It is the intent of the Board to provide discounted rental charges to non-profit organizations in accordance with the guidelines and funding made available by the Ministry of Education.

Application Fee

- Application fees are non-refundable and will be added to permits to recover some, or all, of the costs incurred by the Board regarding the Community Use of Schools.
- Application fees have historically been \$20 (plus HST) per permit.

Rental Fees

- Rental space fees are based on the activity of the permit holder and the space booked.
- Rental fee refunds are subject to cancellation time lines as established under *Cancellation Fees*.
- See Appendix A for rental fee charges.

Maintenance Fees

- Maintenance fees will be added to bookings to offset costs directly related to school / administrative facility permits. Maintenance fees have historically been \$5 per booking.

Permit Change Fee

- After a permit has received final approval it will be "locked" so changes cannot be made to the permit. If a permit holder requires changes to be made to their booking, a non-refundable permit change fee of \$10 will be charged to the permit for each requested change.



Custodial Fees

- Where a caretaker has been designated to open and / or close the school, and is required to do so outside of their regular shift, the permit holder shall be charged a fee, as established by the Board.
- Custodial fee refunds are subject to cancellation time lines as established under *Cancellation Fees*.
- The permit holder is responsible for the preparation and clean-up of the rental space. Should the permit holder require the caretaker(s) to perform such work, the permit holder will be charged a fee at the rate of one and one-half times the current hourly rate for caretakers.
- If, in the opinion of the principal and the caretaker, the premises have not been used properly or have been left in an unsatisfactory condition, the principal shall immediately forward a written report to the Plant Assessment & Community Use Secretary.

Insurance Fee

- The Board will purchase insurance for permit holders who are unable to provide a Certificate of Insurance.
- The costs to purchase insurance are based upon the type of activity or event (high, medium or low risk), the number of participants, the duration of the activity (one time versus a seasonal permit) and if alcoholic beverages will be served during the activity or event.
- Insurance fee refunds are subject to cancellation time lines as established under *Cancellation Fees*.

Cancellation Fees and Conditions

- A non-refundable cancellation fee of \$25 will be charged to a permit; if the permit holder cancels a booking seven calendar days or less before the date of the booking.
- If the permit holder does not cancel a booking and does not attend on their booking date ("no show"), all fees and costs, including a \$50 non-refundable cancellation fee will be charged to the permit holder. The permit holder will receive a reminder / warning regarding the cancellation of bookings.
- A permit may be removed or cancelled at the discretion of the Superintendent of Business & Treasurer or designate.
- If a permit holder receives a warning, the permit holder may be suspended from further use of Board-owned facilities.

Key Fee

- A \$10 non-refundable fee per security card will be charged to the permit holder if they require a security card(s) to access a Board-owned facility / arm the security system at the end of the booking.

Payment of Fees

- All fees shall be paid, in advance, directly to the Brant Haldimand Norfolk Catholic District School Board.
- The online Community Use of Schools system allows permit holders to pay by credit card and the Board encourages permit holders to use this method of payment.
- The permit holder may wish to pay the entire cost of the permit or have it pro-rated over the length of the permit, with monthly installments made to their credit card.
- For permit holders who do not have a credit card, cheques must be received at least 14 days prior to the first booking date.
- Cheques should be made payable to, *BHNCDSB* and should quote the permit number, i.e., 2014-13-14-0008.
- Cheques should be mailed to the following address:
Brant Haldimand Norfolk Catholic District School Board
Attention: Plant Assessment & Community Use Secretary
322 Fairview Drive
P.O. Box 217
Brantford, ON N3T 5M8



Cancellation Due to Inclement Weather

- During times of inclement weather, cancellations will be announced on local radio stations and posted on the Board's website (www.bhncdsb.ca).
- An e-mail message will also be forwarded to all permit holders on the cancellation day, via the online booking system, to advise permit holders of the cancellation.
- All fees will be refunded for the period of inclement weather.

Cancellation Due to School / Board / Parish Use

- The Board reserves the right to revoke a booking / permit at any time.
- The Board, schools and Roman Catholic churches have first right to all Board-owned facilities and their right to use a booking space can supersede an existing permit holder's request; if necessary.
- All fees will be refunded for the period of school, Board or parish use.

Cancellation Due to Elections

- The Board must comply with Terms and Conditions under the Election Act for use of Board-owned facilities by Federal, Provincial and Municipal governments.
- Election permits will override all other permits.
- All fees will be refunded for the period of election use.

Definitions

Adult Supervisor

For purposes of this procedure, an adult supervisor shall be a responsible person over the age of 18 years.

Catholic Churches / Parishes

Any Roman Catholic Church, within the Dioceses of Hamilton, London and St. Catherine's, and defined as one in Union with the See of Rome.

Critical Injury

For the purposes of the Act and the Regulation, *critically injured* means an injury of a serious nature that

- places life in jeopardy;
- produces unconsciousness;
- results in a substantial loss of blood;
- involves the fracture of a leg or arm, but not a finger or a toe;
- involves the amputation of a leg, arm, hand or foot, but not a finger or a toe;
- consists of burns to a major part of the body; or
- causes the loss of sight in an eye.

Facilities

Include secondary school classrooms, cafeterias, lecture halls, gymnasiums (excluding the stage) and outside areas; such as fields and parking lots.

Fundraising Events

A social function that is held for the purpose of raising money for an organization, and / or an event undertaken to raise money for a particular activity such as equipment for extracurricular sports programs, or to defray costs.

Non-Profit Groups

The Brant Haldimand Norfolk Catholic District School Board reserves the right to review activities and approved financial statements of non-profit groups to support their not-for-profit status.



Non-Profit Youth and Other Groups

- Local youth groups such as Boy Scouts, Girl Guides, 4H Clubs and Cadets, etc. where the activities are intended for participants under the age of 18. Where the participants are under a disability, then participants are under the age of 28.
- Groups, which donate to charities or to the Board, an amount of money greater than the fee charged for the use of the facility.
- School alumni events sanctioned by the school principal.

Non-Profit Adult Groups

- Groups that are universally recognized as service providers, such as the YMCA, St. John's Ambulance, etc.
- Approved Health Unit Activities, i.e., exercise class.
- Short-term use by Municipal emergency services.

Non-Profit Other Groups

- Groups that organize fundraising events and tournaments and provide non-Catholic church services.
- Amateur Drama Clubs and non-affiliated community / cultural groups.
- Other educational groups, i.e., colleges, universities.
- Union / federation events.
- School alumni activities not sanctioned by the principal.
- Non-affiliated adult recreation groups.

BHNCDSB Affiliated Groups

- Non-profit childcare providers.
- Before and after school children's recreation programs (not including tournaments).
- Catholic Church and Catholic church-affiliated group events.
- BHNCDSB Employee Recreation groups.

Affiliated Groups

- Non-profit groups approved by Municipal partners through Joint Use Agreements.
- The Brant Haldimand Norfolk Catholic District School Board reserves the right to review activities and approved financial statements of Municipal affiliated groups to support their not-for-profit status.

BHNCDSB Employee (majority) Recreation Groups

- Board employee recreation groups must have a minimum of 70% of their members employed by the Brant Haldimand Norfolk Catholic District School Board to qualify for the discounted hourly rental rates.
- The Board reserves the right to request a list of Group members from permit holders to ensure that the group is meeting the minimum standard.

Party Alcohol Liability (PAL) Insurance

Provides protection when lawsuits are brought against individuals, organizations or companies who host single / multi-day functions with alcohol service.

Permit Holder

The community member or group using a Board-owned facility.

School Availability

Board-owned facilities are available for rental by community groups when they are not required for school-sanctioned events and do not occur during periods of non-issuance of permits. The Board, schools and parishes have first right to all Board-owned facilities, which can alter an existing permit.

School Year

A school year, with regard to the use of Board-owned facilities, includes the first Monday following Labour Day in September until June 30th.



Smart Serve Certified

Servers of alcoholic beverages, who have been trained to know the responsibilities and obligations under the law for serving alcohol. They are also trained to recognize signs of intoxication and implement intervention strategies for aggressive individuals. Smart Serve Ontario is recognized by the Alcohol and Gaming Commission of Ontario as the Official Responsible Server Training Program in the province of Ontario.

References

Education Act, R.S.O. 1990, Section 301(3.1), Code of Conduct

If a school board enters into an agreement with a third party with respect to rental of school space, the school board must include in the agreement a requirement that the other party follow standards that are consistent with the provincial Code of Conduct, in accordance with subsection 301(3.1).

R.R.O. 1990, Regulation 834, S.1. Re: Critical Injury

Ministry of Education: Community Use of Schools, Program Principles.



Appendix A

Rental Fees

Permit Type	Type 1 Affiliated Groups	Type 1-A Non-Profit Youth and Other	Type 1-B Non-Profit Adult	Type 2 Non-Profit (Other)	Type 3 Commercial, Private User	Type 4 BHNCD School / Board Use	Type 5 Non-Profit Priority Schools	Type 6 BHNCD Affiliated Groups	Type 7 Polling Stations
	Groups approved by Municipal partners through Joint Use Agreement (not including tournaments).	Cubs, Scouts, Brownies, etc. Red Cross Groups donating to charities or to the BHNCD an amount of money greater than the fee charged for the use of the facility. School Alumni events sanctioned by the school principal.	St. John's Ambulance Approved Health Unit Activities (Example: exercise class) Short-term use by municipal emergency services.	Fundraising Events Tournaments Amateur Drama Clubs Non-affiliated Community / Cultural Groups Other Educational Groups (Colleges and Universities) Union / Federation events School Alumni Activities NOT sanctioned by the school principal Non-affiliated Adult Recreation	Commercial Enterprises Non-Catholic Church Services Professional Theatre Groups Private Individuals Private Fitness and Dance Instructional Groups	Student and staff events sanctioned by the School administrator School Clubs School Council Meetings Administrative or other staff meetings School sports teams	* N/A	Non-Profit Childcare Before & After School Children's Recreation Providers (Programs) (not including tournaments) **Catholic Church and Catholic Church affiliated group events. BHNCD employee recreation (see definition)	*must cost recover custodial *must provide security for duration of each booking

Indoor Space Types – Hourly Rental Rate

Classroom									
Subsidy	100%	100%	75%	50%	0%	n/a	100%	100%	100%



Permit Type	Type 1 Affiliated Groups	Type 1-A Non-Profit Youth and Other	Type 1-B Non-Profit Adult	Type 2 Non-Profit (Other)	Type 3 Commercial, Private User	Type 4 BHNCD SB School / Board Use	Type 5 Non-Profit Priority Schools	Type 6 BHNCD SB Affiliated Groups	Type 7 Polling Stations
Fee	\$0.00	\$0.00	\$3.75	\$7.50	\$15.00	n/a	\$0.00	\$0.00	\$0.00
Cafeteria (no kitchen use)									
Subsidy	100%	100%	75%	50%	0%	n/a	100%	100%	100%
Fee	\$0.00	\$0.00	\$12.50	\$25.00	\$50.00	n/a	\$0.00	\$0.00	\$0.00
Library (Elementary)									
Subsidy	100%	100%	75%	50%	0%	n/a	100%	100%	100%
Fee	\$0.00	\$0.00	\$7.50	\$15.00	\$30.00	n/a	\$0.00	\$0.00	\$0.00
Library (Secondary)									
Subsidy	100%	100%	75%	50%	0%	n/a	100%	100%	100%
Fee	\$0.00	\$0.00	\$10.00	\$20.00	\$40.00	n/a	\$0.00	\$0.00	\$0.00
Single Gym									
Subsidy	100%	100%	75%	50%	0%	n/a	100%	100%	100%
Fee	\$0.00	\$0.00	\$10.00	\$20.00	\$40.00	n/a	\$0.00	\$0.00	\$0.00
Double Gym									
Subsidy	100%	100%	75%	50%	0%	n/a	100%	100%	100%
Fee	\$0.00	\$0.00	\$15.00	\$30.00	\$60.00	n/a	\$0.00	\$0.00	\$0.00
Triple Gym									
Subsidy	100%	100%	75%	50%	0%	n/a	100%	100%	100%
Fee	\$0.00	\$0.00	\$25.00	\$50.00	\$100.00	n/a	\$0.00	\$0.00	\$0.00
Outdoor Space Types – Hourly Rental Rate									
Parking Lot									
Subsidy	100%	100%	100%	100%	100%	100%	100%	100%	100%
Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sports Field									
Subsidy	100%	100%	100%	100%	100%	100%	100%	100%	100%
Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



Permit Type	Type 1 Affiliated Groups	Type 1-A Non-Profit Youth and Other	Type 1-B Non-Profit Adult	Type 2 Non-Profit (Other)	Type 3 Commercial, Private User	Type 4 BHNCD SB School / Board Use	Type 5 Non-Profit Priority Schools	Type 6 BHNCD SB Affiliated Groups	Type 7 Polling Stations
Other Charges									
Flushing Fee (flat rate – to be charged only on weekends, PA Days or other days where a custodian is not normally at the school)	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	n/a	\$60.00	\$60.00	\$60.00
Custodial Fees	100 % of actual costs	25 % of actual costs	25 % of actual costs	50 % of actual costs	100 % of actual costs	n/a	0 %	100 % of actual costs	100 % of actual costs
Permit Application Fees	\$0.00	\$25.00 to a maximum of \$100.00 per year	\$25.00 to a maximum of \$100.00 per year	\$25.00 to a maximum of \$100.00 per year	\$25.00 to a maximum of \$100.00 per year	n/a	\$ 0.00	\$25.00 to a maximum of \$100.00 per year	\$25.00 to a maximum of \$100.00 per year
Maintenance Fee	n/a	\$5 per booking	\$5 per booking	\$5 per booking	\$5 per booking	n/a	\$5 per booking	n/a	\$5 per booking
Insurance	*must purchase or provide	*must purchase or provide	*must purchase or provide	*must purchase or provide	*must purchase or provide	n/a	*must purchase or provide	*must purchase or provide	*must purchase or provide
Key Fee	\$10 per key	\$10 per key	\$10 per key	\$10 per key	\$10 per key	n/a	\$10 per key	\$10 per key	\$10 per key
Change Permit Fee	\$10 per requested change	\$10 per requested change	\$10 per requested change	\$10 per requested change	\$10 per requested change	n/a	\$10 per requested change	\$10 per requested change	\$10 per requested change



Permit Type	Type 1 Affiliated Groups	Type 1-A Non-Profit Youth and Other	Type 1-B Non-Profit Adult	Type 2 Non-Profit (Other)	Type 3 Commercial, Private User	Type 4 BHNCD SB School / Board Use	Type 5 Non-Profit Priority Schools	Type 6 BHNCD SB Affiliated Groups	Type 7 Polling Stations
Cancellation Fees (Cancellation fees to be charged based on the date of the booking)	\$25 if cancellation is < 7 calendar days \$50 + Warning if booking is not cancelled and non-attendance 3 Warnings - Suspended from use of Board-owned facilities	\$25 if cancellation is < 7 calendar days \$50 + Warning if booking is not cancelled and non-attendance 3 Warnings Suspended from use of Board-owned facilities	\$25 if cancellation is < 7 calendar days \$50 + Warning if booking is not cancelled and non-attendance 3 Warnings Suspended from use of Board-owned facilities	\$25 if cancellation is < 7 calendar days \$50 + Warning if booking is not cancelled and non-attendance 3 Warnings Suspended from use of Board-owned facilities	\$25 if cancellation is < 7 calendar days \$50 + Warning if booking is not cancelled and non-attendance 3 Warnings Suspended from use of Board-owned facilities	n/a	\$25 if cancellation is < 7 calendar days \$50 + Warning if booking is not cancelled and non-attendance 3 Warnings Suspended from use of Board-owned facilities	\$25 if cancellation is < 7 calendar days \$50 + Warning if booking is not cancelled and non-attendance 3 Warnings Suspended from use of Board-owned facilities	n/a

*Fees subject to the limits of Ministry of Education Priority School Funding.

** Catholic Church and Catholic Church affiliated groups are asked to contact the Plant Assessment & Community Use Secretary to confirm fees.

All costs are subject to HST in addition to fees or hourly rates.

Subsidies are based on the defined percentage of our commercial rates.