

Appendix B:

REGULATIONS AND CONDITIONS FOR USE OF SCHOOLS

1. The Board reserves the right to cancel any permit for the use of school space, at any time.
2. Permits are cancelled when schools have been closed during the day due to inclement weather, school bus cancellations, or for any other reason beyond the control of the school board. Notice of cancellation will be provided via email as soon as possible on the morning of the cancellation.
3. Permits are not transferrable. Assignment or subletting of the permitted premises to a third party is prohibited and is grounds for immediate permit cancellation.
4. Permit holders must have a copy of the approved permit and insurance at each event. Entrance to the school facilities may be delayed pending verification by a Board representative.
5. The applicant shall be responsible for the enforcement of the regulations listed herein both in respect to members and guests of the applicant and by members of the public attending functions conducted by the community group.
6. A Board employee, familiar with emergency and security procedures, must be onsite for all activities taking place inside the building. The employee is on duty for the care and protection of school property, not as a supervisor of an activity in progress.
7. The facility must be left in the condition it was found. This includes cleaning and removing garbage from the land and building.
8. Emergency, Safety and Security:
 - The Community Group is responsible for monitoring the door/gate for their events. Doors must not be propped open.
 - Fire code standards must be met. Seating capacity must meet the Fire Department's limit, no obstructions are to be placed in corridors or in front of fire exits, and all scenery/special effects/props etc. must meet fire code safety standards. In the event of fire, the fire alarm must be activated, and all attendees evacuated from the building.
 - The use of pyrotechnics, dry ice, smoke machines, or equipment producing similar effects requires special approval from the Board of Trustees.
 - Costs relating to improper use of fire and security alarms will be charged to the permit holder.
 - Each Community Use permit holder must have an emergency action plan in place, using the DSB Ontario North East Community Use of Schools Emergency Action Plan Protocol (Appendix C) as a guideline, and a designated event supervisor responsible for communication and coordination of pertinent actions and information required in an emergency situation.
9. The applicant will be responsible for all damage or unusual "wear and tear" to school property arising out of use under this permit. Should Board property be damaged, the group will be charged for the repair of the damage

10. No smoking will be allowed on school premises (building or property). The **Smoke- Free Ontario Act, 2017** states that smoking or holding lit tobacco, cannabis, or vaping is not allowed anywhere on District School Board Ontario North East property by anyone at any time. An individual who violates the prohibition on smoking and vaping in schools or on any school grounds may be charged and if convicted, face a maximum fine of \$1,000 (for a first offence) or \$5,000 (for any further offence). *An exception may be made to accommodate the ritual of “Smudging” as part of an Indigenous Activity, in designated areas only. Please contact communityuseofschools@dsb1.ca to make arrangements.

11. No alcoholic beverages (except by Special Permission from the Board) or illegal substances will be allowed or consumed on school premises.

12. Permits requiring alcoholic beverages on school premises for special functions must receive special permission from the Board of Trustees, obtain the necessary licenses and insurance, and provide copies to the Community Use of Schools Coordinator prior to the event. Please allow approximately 6 weeks to process these permissions.

13. If the premises are not being used properly, or because of improper conduct, the Principal or Outreach Coordinator, after endeavouring to gain the co-operation of the group, may terminate the permit arrangements.

14. Games of chance or gambling in any form are not permitted except legally licensed lotteries approved by the Board of Trustees.

15. The times for use of the facility are limited to the hours of use approved on the permit. Use beyond the approved rental period may result in additional charges.

16. The areas of use are restricted to those approved on the permit. All other parts of the building, except the associated corridors and washrooms, are out of bounds.

17. No equipment shall be moved or operated unless applied for and approved on the permit.

18. Groups using the gymnasium for athletic activities must wear proper footwear that will neither mark nor damage gymnasium floors.

19. Nuts and nut products, shellfish, and latex (balloons) are common allergens and pose a significant health risk to some of our students and community members. These items are strictly prohibited in any school space.

20. The applicant will show proof of insurance naming District School Board Ontario North East as an additional named insured for a minimum of \$5,000,000 (five million dollars) liability.

21. The applicant will protect, indemnify and save harmless the District School Board Ontario North East, its servants or agents, from all claims for damages that may arise out of the use of buildings or equipment by the applicant. The lessee will assume responsibility for damage, infringement or royalty rights, charges of slander, sedition and subversion which may occur because of public performances or speeches.

22. Users agree to notify the Principal and Outreach Coordinator of any hazardous aerosols, liquids, powders, or solids being brought into the school and to provide a copy of the MSDS sheet(s). Prior approval is required before the items are to be brought into the school.

23. Vehicles may only be parked in designated parking areas and must comply with all municipal bylaws. Parking in areas designated as fire zones is prohibited. Failure to comply will result in a fine and the vehicles will be towed. Parking is also not permitted on any playfields or greenspace. Users are responsible to ensure compliance with this.

24. Certain inflatable attractions may be used under the Community Use of Schools if they are professionally installed and properly supervised. Any inflatable device that are designed for jumping and free falls (e.g., Bounce Houses and Combo Houses) are not allowed. Also, inflatable devices where the participants are on or inside and where the equipment design obstructs sight lines, interferes with supervision, creates confines spaces (suffocation hazard) or where detachment from a tethering device could cause serious injury are also not allowed. Inflatable devices designed for jousting, boxing, wrestling, etc. must be age appropriate. All inflatable devices must be approved by the Technical Standards and Safety Authority (TSSA) and must be installed by a licensed mechanics/installers and there must be an adequate number of supervisors on each device.