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Introduction

The purpose of this handbook is to clarify the policies and procedures that govern the Upper Grand District School Board’s Community Use of Schools Program. This handbook is written to compliment the Community Use of Schools Policy #200.

It is the policy of the Upper Grand District School Board to work actively to make its schools hubs of the community by making its facilities available to the public. The Community Use of Schools Program works in partnership with the Board’s staff and its diverse communities to foster an ongoing relationship of interaction and intercommunity. The Community Use of Schools Program supports the educational objectives of the Upper Grand District School Board and works to protect the Upper Grand District School Board’s property and its role in the community.
Definitions

Community Users
Community Users include anyone who attends a Community Use of Schools event at a Board facility, including participants, referees, and leaders, of the group and/or audience.

Community Use Event
A Community Use event is any event held at a Board facility that is applied for through the Community Use of Schools Program and for which a Community Use Permit has been issued.

Community Use Permit
A Community Use Permit is issued by the Board and is the authority for the use of a school for all Community Use events.

Applicant
The Applicant is the person who submits the CUS Application.

Permit Holder
The Permit Holder is the person and/or Organization named on the Community Use Permit.

Permit Holder Designate
The Permit Holder Designate is the person designated by the Permit Holder to be the representative at the Community Use event, if the Permit Holder is unable to attend the Community Use event.

Continuous Users
A Community Use Permit Holder, whose contract extends through the school year, is referred to as a Continuous Use Permit Holder.

Community Use of Schools Monitors
Community Use of Schools Monitors are individuals hired and trained by the Board to oversee Community Use events. The Community Use of Schools Monitors report to the Coordinator of Community Use of Schools.

Board Representative
A Community Use of Schools Board Representative is a Board trained person who is in attendance during Community Use of Schools events. The Community Use of Schools Board Representative must be a custodian, contract custodian or a Community Use of Schools Monitor.
Rules and Responsibilities

1. The Community Use of Schools Program

Through the Community Use of Schools Program (CUS), organizations and individuals can use school facilities for various kinds of activities.

2. Eligible Users

Most individuals, organizations and recreational groups can use Upper Grand District School Board (UGDSB) facilities for a variety of programs and recreational activities. Applicants must be at least 18 years of age. CUS Permit holders shall abide by all UGDSB policies, municipal, provincial and federal laws and regulations.

3. Available Facilities

A wide range of school facilities are available for use by the community, including: gymnasiums, cafeterias, auditoriums, grounds and secondary school classrooms.

The UGDSB, schools, and Continuing Education have the right of first refusal for all school facility space for their program needs.

4. E. L. Fox Theatre

E.L Fox Theatre (Policy #202) is booked through the E.L Fox Theatre Coordinator. Please contact the E. L. Fox Theatre Coordinator at 519-822-7090 ext. 339 or email tom.slater@ugdsb.on.ca for rental information.

5. Dates and Times of Availability

CUS schools hours of availability vary due to school needs and requirements. The following is a general description of available times for CUS.

Professional Activity/Professional Development Days

Some organizations receive funding to run programs for school age children on PA/PD Days. Should a school be available for a PA Day program, permission may be granted by the Principal to run a PA Day program during the day. If the Principal agrees, the normal CUS application process would be in effect.

Elementary School Availability

Generally, elementary schools are available for CUS every day, after regular school hours depending on the availability of a UGDSB representative.

On long weekends elementary schools are not available Saturday, Sunday, and the designated holiday of the weekend.
**Elementary School Availability Cont’d**

Elementary Schools are closed for a period in the summer to allow for custodial vacations. The shutdown ranges from two to three weeks in length and occurs midsummer.

Selected Elementary Schools may be available during the summer shutdown period to allow for the continuity of summer programming. These schools may also be open for extended hours (8am-5pm), dependent on the availability of a Board Representative.

CUS is not available for a four week period. For the two weeks prior to the opening of the new school year and the two weeks following, to allow for a smooth opening of the school.

**Secondary School Availability**

Generally, secondary schools are available for CUS every day, after regular school hours depending on the availability of a UGDSB representative.

Secondary School hours may be extended during the summer months to facilitate summer programming. Evening programming may be accommodated.

On long weekends secondary schools are not available the Saturday, Sunday, and the designated holiday of the long weekend.

CUS is not available for a four week period. For the two weeks prior to the opening of the new school year and the two weeks following, to allow for a smooth opening of the school.

**December & March Breaks**

Generally, CUS is unavailable over the December and March breaks. CUS may be available in a limited capacity to ensure the continuity of some programming (e.g. day cares, before and after school programming and Break camps).

Please contact the CUS Clerk prior to booking over the Break periods to ensure availability.

**6. Booking a Facility**

**Previous User Clause**

Any Applicant that currently has a booking with the UGDSB can book for the next year no earlier than July 1st and no later than **August 15th**.

Previous User applications must be for exactly the same facility and time slot as the previous year; otherwise it will be considered a new application and will be denied.

The UGDSB works to ensure that all Previous Users are booked into their previous time slots, though this may not always be possible due to facility changes and schools’ need for space.

New applications will be accepted starting September 15th of the new school year.
Online Application

The website ugdsb.ebasefm.com/communityuse allows the public to check availability of school facilities, complete the booking process and generate a CUS Permit.

A CUS Applicant must have an account and login in order to be able to book a UGDSB facility.

Previous Users who have booked an UGDSB facility and have not received their login information can call the CUS Clerk for assistance (contact information on page15).

New CUS Applicants, who have never booked an UGDSB facility, can watch the introductory video on the website homepage to assist them in booking their UGDSB facility.

If you are unsure of your account status please email community.use@ugdsb.on.ca or call the CUS Clerk for assistance with account set up.

When the application is processed the CUS Permit will be emailed to the Applicant. The permit may take up to three weeks to be processed.

Payment is expected within 30days of issuing the Community Use Permit. Online credit card (VISA and Master Card) payment is available through the booking website. Credit card payment is the easiest and most efficient method of payment. Continuous Users may pay in installments; contact the CUS Clerk for assistance.
7. Sliding Scale of Fees

CATEGORY A

- Registered non-profit organizations that are funded by government or foundation monies to supply community programming for school-age youth, that offer services free of charge or at minimal cost*.
- Registered non-profit organizations that use unpaid volunteer leaders, can book school facilities free of charge. Such groups include, Health Units, Neighbourhood Groups, Family and Children Services, Girl Guides and Boy Scouts etc.

*Minimal cost means: a cost that is charged to participate in the program solely to cover the cost of the program itself, and not for salaries and benefits of permanent employees of the organization paid by the organization.

CATEGORY B

- Registered non-profit organizations that are funded by government or foundation monies to supply community programming that offer programming with paid employees, coaches or leaders. Such programming may include, but not limited to: gymnastics, karate or music
- Before and After School Programs

CATEGORY C

- Adult recreation
- Educational organizations, including colleges and universities.
- Not for profit groups providing adult services free of charge
- Charitable/fundraising events
- Craft sales
- Cultural events
- Athletic events and activities provided for community members over the age of 18 years
- Political groups representing registered parties and groups represented by elected officials
- Activities (e.g. recreational, meetings or workshops) of a private nature sponsored by community residents or commercial enterprises for non-profit purposes

CATEGORY D

- Business, including those charging for drama, art, music, dance, fitness, martial arts etc.
- Church services
- Theatrical, film and dance productions
- Activities or programs sponsored by commercial enterprises for corporate gain
- Activities or programs sponsored by private individuals for private gain
### 8. Fee Schedule

Hourly Facility Use Charges Effective September 1, 2015
Prices are quote on a per hour basis

<table>
<thead>
<tr>
<th>ROOM</th>
<th>CATEGORY A</th>
<th>CATEGORY B</th>
<th>CATEGORY C</th>
<th>CATEGORY D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom, Elementary Foyer and any area not listed</td>
<td>$0.00</td>
<td>$2.00</td>
<td>$5.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Library</td>
<td>$0.00</td>
<td>$5.00</td>
<td>$10.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Before and After School Programs (including PD Days and Summer Programs)</td>
<td></td>
<td>$6.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Music Room with Piano</td>
<td></td>
<td>$6.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Gym, Lunchroom or Multi-Purpose Room, Seminar Room, Secondary Foyer, Staff room</td>
<td>$0.00</td>
<td>$5.00</td>
<td>$10.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Double Gym or Cafeteria/Cafetorium</td>
<td>$0.00</td>
<td>$7.00</td>
<td>$12.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Triple Gym</td>
<td>$0.00</td>
<td>$20.00</td>
<td>$30.00</td>
<td>$120.00</td>
</tr>
<tr>
<td>Lecture Hall</td>
<td>$0.00</td>
<td>$10.00</td>
<td>$15.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Auditorium</td>
<td>$0.00</td>
<td>$20.00</td>
<td>$30.00</td>
<td>$120.00</td>
</tr>
<tr>
<td>Fields or Ball Diamonds</td>
<td>$0.00</td>
<td>$7.00*</td>
<td>$7.00*</td>
<td>$7.00/hr.</td>
</tr>
</tbody>
</table>

*Per usage/per day.

HST is not included in above rates.

A non-refundable Administration Fee of $35.00 (+ $4.55 HST) is applied to all Community Use Applications.
**Hourly Board Representative Charges Per Category**

A Board Representative (e.g. Custodian, CUS Monitor) familiar with all emergency and security procedures must be on site for all CUS permits*. Charges will include the time for preparation, the event, the cleanup and the security check.

**HOURLY BOARD REPRESENTATIVE CHARGES FOR CATEGORY A**

<table>
<thead>
<tr>
<th>TIMES</th>
<th>CHARGES FOR CATEGORY A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>$0.00/hr.</td>
</tr>
<tr>
<td>Saturday</td>
<td>$0.00/hr.</td>
</tr>
<tr>
<td>Sunday and Holidays</td>
<td>$0.00/hr.</td>
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</tbody>
</table>

**HOURLY BOARD REPRESENTATIVE CHARGES FOR CATEGORY B AND C**

<table>
<thead>
<tr>
<th>TIMES</th>
<th>CHARGES FOR CATEGORY B AND C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>$0.00/hr.</td>
</tr>
<tr>
<td>Saturday</td>
<td>$10.00/hr.</td>
</tr>
<tr>
<td>Sunday and Holidays</td>
<td>$20.00/hr.</td>
</tr>
</tbody>
</table>

**HOURLY BOARD REPRESENTATIVE CHARGES FOR CATEGORY D**

<table>
<thead>
<tr>
<th>TIMES</th>
<th>CHARGES FOR CATEGORY D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>$37.50/hr.</td>
</tr>
<tr>
<td>Saturday</td>
<td>$50.00/hr.</td>
</tr>
<tr>
<td>Sunday and Holidays</td>
<td>$75.00/hr.</td>
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*For all indoor permits and outside permits that require custodial assistance (e.g. large public events, or events that need access to the school.)*

For one time events all fees and charges must be paid before a CUS Permit will take effect.

Fees for Continuous Use permits may be paid in installments at the discretion of the Superintendent of Finance or designate.
9. Insurance Requirements

Every Permit Holder must have liability insurance with at least $2,000,000 coverage. A Permit Holder can buy liability insurance through the Board if they do not have their own.

A Permit Holder must present an up to date liability insurance certificate naming the Board as an additional insured prior to their CUS event. The UGDSB’s school insurance does not cover individual people or groups who use UGDSB facilities for CUS. Each application must have its separate insurance certificate. The UGDSB cannot photocopy insurance certificates.

UGDSB staff who rent a school facility under the CUS Program must provide minimum $2,000,000 liability insurance.

To purchase liability insurance through the Board contact the CUS Clerk for rates and information.

10. Criminal Record Checks

Community Users who enter a school during the school day must provide a current (within the last six months) Criminal Record Check and Vulnerable Sector Screening to the CUS Clerk prior to their CUS event.

11. UGDSB Representative Onsite at Schools

A UGDSB Representative shall be present at all times while a CUS event is taking place.

See page 4 for definitions (8 & 9) of this handbook for a description of a UGDSB Representative.

The UGDSB Representative’s role does not include CUS groups’ set up or take down of furniture or equipment. The UGDSB Representative’s main responsibility is to ensure the safety of the building, and assist the CUS Group in maintaining a safe and healthy environment.

See Section 7 & 8 for the fee schedule for Board Representative/Custodial coverage costs.

12. CUS Permit Holder’s Responsibilities

The Permit Holder or Permit Holder Designate shall abide by all Board policies, municipal, provincial and federal laws and regulations.

The Permit Holder or Permit Holder Designate must be present at the CUS event. This person is the contact for any questions or concerns about the contract or the group’s behaviour.
CUS Permit Holder’s Responsibilities Cont’d

The Permit Holder or Permit Holder Designate is responsible for all participants’ and guests’ behaviour during their time on UGDSB property.

The Permit Holder or Permit Holder Designate is responsible to ensure that all participants have left UGDSB property by the time stated on the CUS Permit.

Community Users are responsible for all costs incurred by the accidental triggering of an alarm or security system. Alarm and security systems are the sole responsibility of UGDSB personnel and specifically trained UGDSB representatives.

Permit Holders are responsible for the cost of damage to UGDSB facilities caused by the actions of permit holder, participants or guests.

13. Smoking on UGDSB/School Property

Smoking on any area of UGDSB property (buildings and grounds) is against the law (Smoke Free Ontario Act). The Permit Holder or Permit Holder Designate is responsible to ensure that none of their group’s members smoke on school property.

The Smoke Free Ontario Act states that all violations of the law must be reported to the local Public Health office or police for enforcement. Violation of the law comes with heavy fines.

14. Emergency Procedures

A UGDSB Representative or a telephone may not be readily available in case of emergency. CUS groups should bring a cell phone to CUS events. Should there be an emergency that needs immediate attention call the appropriate emergency services by dialing 911. In case of fire, and if it is safe to do so, a Community User should pull the fire alarm and all Community Users should immediately leave the building.

If there is a problem with equipment and/or facilities in the building inform the UGDSB Representative of your concerns.

Violent incident must be reported to the UGDSB Representative immediately. The police may be called and charges may be laid. Upon review the CUS Permit Holder may face cancellation of their Permit and may be banned from any future use.

15. Damage to School Property by a CUS Group

If a CUS group damages UGDSB property it must be immediately reported to the UGDSB representative who will inform the CUS clerk. The costs to repair or replace damaged property are the responsibility of the CUS Permit Holder.
Damage to School Property by a CUS Group Cont’d

Any equipment that may scratch, mark or break UGDSB property is not allowed for CUS. If a CUS group damages UGDSB property because of equipment brought into the school, the CUS Permit Holder will be held financially responsible for all costs associated with the repair or replacement of the UGDSB’s property.

16. Continuous Use Permit Holders

At the discretion of the Superintendent of Finance or designate, Continuous Use fees may be paid in separate payments, with one third of the permit paid up front, the second payment paid halfway through the permit and the third payment made one month prior to the end of the permit. Postdated cheques must be forwarded to the CUS Clerk once the permit is received. The first installment will include the administration fee, insurance cost if purchased through the UGDSB, and one-third of the rental and custodial charge (if applicable).

17. Food and Drink in Schools

Food is generally not allowed in a school except for cafeterias. On occasion food may be brought into the school and supplied to CUS Groups, solely at the discretion of the school’s Principal. If the food is sold, the CUS Group may have to apply for applicable municipal licenses. The CUS Group is responsible for cleanup of all food and garbage.

In an effort to reduce the risk of life-threatening allergic reactions, Community Users are requested not bring into a school facility any product posted in a school as an allergy hazard. Particularly peanuts and nut products. Please contact the school directly about possible allergy concerns.

For the protection of gymnasiums, only water is allowed in UGDSB gymnasiums.

18. Alcohol Usage on UGDSB property

No alcohol is to be transported, consumed, bought or sold on any UGDSB property. The consumption of alcohol on UGDSB property may lead to immediate revocation of the CUS Permit Holder’s permit.

19. Illegal Drug Use.

Persons involved with illegal drug use on UGDSB property will be prosecuted.

20. Equipment Usage

The UGDSB does not supply any equipment to Community Users. Use of any school equipment by CUS Groups is solely at the discretion of the school’s Principal.
21. Community User Permit Cancellation Procedure

A Permit Holder may cancel a Community Use event without cost (except for the non-refundable Administration Fee) provided that written notice (email accepted) and a phone confirmation be provided to the Community Use of Schools Clerk or designate at least **three business days** prior to the date of the event. The administration fee is non-refundable.

If the Permit Holder cancels a CUS event with less than three business days’ notice, due to inclement weather, safety, health or other emergency reasons, a refund may be given to the Permit Holder at the discretion of the Superintendent of Finance or designate. The administration fee is non-refundable.

A Continuous Use permit may be cancelled by the Permit Holder with three business days’ notice. A refund may be given for any unused portion of the contract. The Administration Fee is non-refundable.

22. UGDSB Permit Cancellation Procedure

Periodically the UGDSB may cancel CUS due to unforeseen circumstances, such as inclement weather or other emergency/safety situations, or an unexpected school use. In these situations a refund will be given to the Permit Holder. If it is a onetime CUS event, a full refund is given including the Administration Fee.

CUS is available in most schools when school busses are cancelled due to inclement weather. CUS is only cancelled in a school that has been closed by the UGDSB and staff is not expected to be present in the school.

Check the UGDSB website, [www.ugdsb.on.ca](http://www.ugdsb.on.ca) for updates and information on school closures.

The UGDSB may cancel a Continuous Use Permit if the Permit Holder does not use the UGDSB facility for two consecutive scheduled dates in a row.

The UGDSB may, at its discretion, cancel a Permit at any time.

23. Transferring Permits

CUS Permits are non-transferable.

24. Start Times and End Times of CUS Permit

The start time on the Permit describes the time that the Community Users are allowed to enter the school. The end time describes the time at which Community Users are to depart the school. If a Permit Holder wants to hold a CUS event from 8:00-9:30pm, the CUS Permit should read 7:30-10:00 pm to allow for entrance to, and exit from, the school.
25. Doors

In order to ensure safety to all, entrance doors to UGDSB buildings during Community Use events will be open for **15 minutes prior to and 15 minutes after the permitted start time of the event.** Custodians will lock the doors 15 minutes after the start of a Community Use event. At all other times doors will be closed and the Community Use group is responsible for opening doors for their late participants. **The propping open of doors is not allowed.** If a group believes they need to prop open a door contact the Community Use Coordinator (contact information below) to discuss.

26. Keys

Keys will not be given out to Community Use groups for access to UGDSB facilities.

Parties and Other Social Events

Parties and other social events may be allowed on a case by case basis in some schools. Please contact the Community Use Coordinator to discuss the possibility of holding your event in a UGDSB property. All CUS conditions and rules apply to all social events.

27. Restricted Activities

Any high risk activity is not permitted on school property. Such activities include skateboarding, rock climbing, baseball pitching machines etc. The Superintendent of Finance or designate has the right to refuse any Community Use activity on UGDSB property.

28. Restricted Areas

For overall safety, Community Users are restricted to the school area and the nearest washrooms as designated on their Permit. All other areas of the school are out of bounds. If Community Users are found in other areas of the school the Permit may be revoked.

29. Snow Removal

Snow removal is the sole responsibility of the UGDSB.

30. CUS Permit

On the day of a CUS event, if there is any discrepancy as to the details of a CUS event are, the CUS Permit will be the final word on the event’s parameters and expectations. Read the CUS Permit carefully prior to the CUS event, in order to ensure it meets your requirements.
31. Video Surveillance and Cameras

Video cameras are used in all high schools and some elementary schools for security and safety of students, staff, the public and property. Cameras are located outside of the buildings and in all cafeterias and hallways of the schools. When booking a school space a Community User and/or Community User Group, acknowledges that they will be videoed and their image will be kept on a server for at least 30 days, before being erased. If the Community User is concerned about privacy they are responsible to contact the Community Use of Schools Coordinator prior to their booking to make arrangements to address their concerns.

Community Use of Schools Contacts

Coordinator Community Use of Schools
Andrew Seagram
500 Victoria Road North
Guelph, ON N1E 6K2
519-822-4420 ext. 800
andrew.seagram@ugdsb.on.ca

Community Use of Schools Clerk
Megan Davidson
500 Victoria Road North
Guelph, ON N1E 6K2
519-822-4420 ext. 833

General Inquiries Mailbox
community.use@ugdsb.on.ca