



COMMUNITY USE OF SCHOOLS
**RULES AND
REGULATIONS**

Failure to comply with Rules & Regulations governing the use of Lambton Kent and St. Clair Catholic District School Board facilities may result in permit cancellation, without reimbursement, and at no cost or liability to the boards. The Rental Office reserves the right to refuse approval or cancel any permits issued if deemed necessary for the best interests of the boards.

CODE OF CONDUCT: All persons, while on Board property, must adhere to the Board's Code of Conduct Procedures which outline acceptable standards of behaviour, and maintain a safe, positive environment free from violence.

SUITABILITY: Board facilities/equipment are maintained in accordance with current operational standards. To preview a facility (or available equipment) a site visit can be arranged through the Rental Office. The boards provide no stated or implied warranty as to the suitability or condition of their facilities or equipment for the rental group's purposes. The Applicant accepts the facilities and equipment on an "as is" basis at the Applicant's own risk.

SUBLETTING: Assignment of subletting the permitted premises to a third party is prohibited, permits are non-transferable and must be used by the organization they are issued to.

CANCELLATIONS: The Rental Office reserves the right to cancel a permit or date(s) within a permit if the space is required for a school/board program. CLASS, the LKDSB and the SCCDSB assume no responsibility for any additional expenses, distress, disappointment, frustration and/or inconvenience resulting from cancellations or alterations to permits. If a permit holder needs to cancel a date, they are asked to send a note through the 'Discussion Area' of the applicable permit or call and speak with someone at the Rental Office regarding the cancellation at least three business days in advance or No-Show charges may apply. Further information can be found on the Cancellations & No-Shows page of the website – www.communityuseofschools.com

HOLD HARMLESS

Permit holders must agree to assume full responsibility for the acts and conduct of all persons admitted for the permitted rental and to release, indemnify and save harmless CLASS, the schools, the boards and their staff or agents from any and all liability to any person for any loss, damage, or injury to any persons or property which may arise as a result of the rental. School board insurance does not protect permit holders, users, or user groups.

LIABILITY & INSURANCE

Applicants must provide a Certificate of Comprehensive Liability Insurance in the amount of \$2 million per occurrence (with no aggregate), naming the Lambton Kent District School Board and the St. Clair Catholic District School Board as additional insured. The policy must cover the Boards from and against all risks that may arise out of the rental. If insurance is not provided, appropriate coverage is available through a third-party provider at the Permit Holder's expense. Further information can be found on the Insurance Requirements page of the website – www.communityuseofschools.com

PROPERTY DAMAGE/LOSS

Damages arising out of the use of school facilities must be reported immediately to the custodian and to the Rental Office the next school day. Financial responsibility for damages to Board property are borne by the permit holder.

ON-SITE SUPERVISION

- Rental groups must have adequate on-site adult supervision (minimum 21 years of age) for the duration of the rental, one of which being the 'Event Supervisor' listed on the permit.
- Groups renting multiple spaces require adult supervision for each space.
- Event Supervisors are responsible for the conduct and supervision of all persons admitted for the rental and must ensure all regulations are enforced.
- Event Supervisors must have a cell phone with them during the rental and the cell number must be listed on the permit.
- Event Supervisors must ensure participants remain within rented areas and adhere to start/finish times.

ACCESS TO SCHOOL FACILITIES

- Event Supervisors must have a copy of their rental permit with them and must be the first members of the group to enter the school and last to leave.
- The start time on the permit indicates when the Event Supervisors may enter the school and the finish time indicates when the school must be vacated.
- **DOORS MUST REMAIN LOCKED.** The school door will be unlocked at the start time indicated on the permit and locked after Event Supervisors have entered the school. Event Supervisors are responsible for providing access for late arrivals. Board staff are not responsible for participant access beyond the Event Supervisors.
- **DOORS MUST NOT BE PROPPED OPEN** and at no time shall latches be tampered with or obstructed.
- Rental groups should not let anyone into the school who's not a member of their program. If they believe a person is on the premises without permission or is carrying on a prohibited activity and the person refuses to leave the Event Supervisor should notify the custodian and determine if they should contact the police.

FACILITIES & EQUIPMENT

- The use of school equipment is at the discretion of the school Principal and must be arranged in advance of the permit start date.
- If equipment is lost or damaged the permit holder is responsible for all replacement and/or repair costs.
- Rental groups may be required to assist custodial staff in set-up/clean-up for their event.
- Help us care for our facilities; non-marking rubber soled shoes must be worn for all sports activities and food/flavoured beverages may not be brought into gyms or theatres.
- Rental groups must ensure floor surfaces are protected from any damages that may occur as a result of dance activities such as providing appropriate portable floor covering to protect floors from tap dancing.
- Changes or alterations shall not be made to any facilities unless expressly permitted. The application of tape, staples, pins, wax, powder or any other preparations to floors, walls or ceilings is prohibited.
- Rental groups may not adjust mechanical equipment such as thermostats, partition doors, bleachers.
- When classrooms are used chalkboards, equipment and teacher aids must not be disturbed and the rooms must be left in their original state of order.

ADVERTISING

Advertising distributed by the rental group shall not be presented in such a way that the Boards are seen to endorse the rental group or specific activities of the rental. No advertising regarding a rental shall be displayed on Board property unless otherwise approved by the Board. The school's name can only appear on advertisements as a location site. Board staff will not respond to public inquiries regarding activities/events for which permitted use of space has been granted.

PARKING

Parking is permitted in designated parking areas only; please do not block fireways, driveways or park (or drive) on the grass.

ASBESTOS ADVISORY

The permit holder acknowledges that the permitted premises and the buildings in which same are located may contain asbestos and/or asbestos-containing materials and accepts the permitted premises subject to this caveat. Information with respect to locations of the substance is available from the school Principal.

PROHIBITED ACTIVITIES:

- School facilities shall not be used in any manner contrary to the Ministry of Education, Lambton Kent and St. Clair Catholic District School Boards Rules & Regulations.
- Alcoholic beverages are not permitted on board property.
- Smoking, and/or holding lighted tobacco and/or cannabis products, shisha or imitation smoking-related products and accessories, including e-cigarettes and vaporizers is not permitted on Board property.
- Games of chance, illegal activities, activities involving the discharge of weapons, use of fireworks, dry ice, fog/smoke machines or pyrotechnical devices are not permitted on Board property.
- Schools are not available for personal activities, such as dances, receptions, birthday parties, Christmas parties, funerals, memorial services, weddings, baby showers or other privately sponsored activities.
- Schools may not be rented for activities that damage facilities such as, but not limited to; gym use for lacrosse, cricket, roller skating, roller derby, baseball, football, tennis, golf, dodge ball, floor/ball hockey.
- Specialized rooms, such as; weight rooms, computer labs, food/science/tech rooms are not available for rent.
- Schools may not be used for sleeping accommodation except in unusual circumstances and contingent upon the necessary approvals. (i.e. CLASS Operations Committee and Chief Fire Official.)

EMERGENCY RESPONSE

- Permit Holders must have an appropriate plan to deal with medical emergencies/ conditions while on Board property.
- Event Supervisors must inform all participants/spectators of emergency evacuation procedures and exit locations.
- Event Supervisors are responsible for the enforcement of all Fire Safety Regulations and must ensure that obstructions are not placed in corridors or in front of fire exits. At no time, shall fire protection equipment be disabled or impeded.
- If an accident or injury occurs the Event Supervisor should take appropriate emergency response (first aid, call 911 etc.) and then report the incident to the custodian. The Permit Holder must report the incident to the Rental Office the next school day.
- If a Critical Injury occurs the Event Supervisor should obtain medical treatment, evacuate the area, if it's considered unsafe, advise the custodian of the incident and call the Ministry of Labour - Tel: 1-877-202-0008. Critical Injuries must be reported to the Rental Office the next school day. If there's any doubt if it is a Critical Injury or if the person is taken to the hospital by ambulance then please treat the injury as a Critical Injury. User groups shall not hold CLASS, the school boards, their staff or agents responsible for any instances of bodily injury, sickness, disease or death sustained while on school property.

FOOD & BEVERAGES

If rental groups wish to sell or serve food or non-alcoholic beverages, they must request permission during the application process and comply with Ministry of Health and Fire Safety Regulations. It is the rental groups responsibility to determine if a Vendor Permit is required. Rental groups may not bring cooking equipment into schools or use any school cafeteria supplies or equipment

HEALTH & SAFETY

Animals, apart from service animals, are not permitted on board property. Nuts, nut products, shellfish and latex (e.g. balloons) are common allergens and may pose significant health risks to students and community members and are not permitted on Board property.

CONCUSSION MANAGEMENT

Rental groups are expected to have a concussion protocol in place containing information on concussion prevention, identifying symptoms and signs of a concussion, initial response procedures for a suspected concussion, and management procedures for a diagnosed concussion, including a return to physical activity plan.

Additionally, the following rules & regulations apply to the rental of outdoor spaces:

NON-RENTABLE OUTDOOR SPACES: Playgrounds, cement pads and basketball courts are not 'rentable' areas, if the public use these areas they do so at their own risk.

PARKING LOT RENTALS: Parking lots are only rented if they are the PRIMARY area for the rental. Overnight parking is not permitted and parking lots may NOT be rented for sporting activities or personal use such as residents using school parking lots for personal parking.

PROHIBITED ACTIVITIES: Include, but not limited to; Hot Air Balloon Rides, helicopters, use of snowmobiles/ATV's, fireworks, skating rinks, drones, carnival type equipment/rides, handing out/displaying/releasing balloons, smoking on board property, activities involving discharge of weapons.

WASHROOM ACCESS NOT PROVIDED: Rentals groups are responsible for coordinating portable washrooms to meet their needs and must remove them within an agreed upon time.

ELECTRICAL ACCESS NOT PROVIDED: If portable generators are used, they must be sectioned off from the public and exposed electrical wiring covered by rubber matting for safety purposes. If required rental groups may need to contact ESA – Electrical Safety Authority to obtain necessary approvals.

CONDITION INSPECTION: Groups must inspect the condition of outdoor spaces before commencing any rental activities to ensure they are in good condition. Play is not permitted on sports fields under the following weather/surface conditions:

- Evidence of surface water – ponding
- Field is saturated – water sponging around feet when walking on the field
- Steady downpour of rain which could cause damage to turf or injury to participants

BARBEQUES: They must be at least 11 meters (35 feet) away from all buildings and 15 meters (50 feet) away from any adjoining property lines. An ABC Fire Extinguisher must be on hand and individuals operating the barbeques must be properly trained on how to operate the Fire Extinguisher. If propane barbeques are used the individuals operating the barbeques must have their Propane Handling Certification.

MOVIE NIGHTS: Necessary copyright licensing must be obtained.

DAMAGES/CLEAN-UP

Rental groups are responsible for the clean-up and removal of all litter and recycled materials during and post event. Failure to restore grounds to their original condition may result in cancellation of future permits and additional fees.

SIGNS/PROMOTIONAL MATERIAL

It is prohibited to post, nail, attach, stencil or otherwise fasten or erect any poster, sign, notice, or banners, upon or to any part of any tree or other vegetation located on Board property.

STAKING/PEGGING

If groups want to install a tent, fencing or any non-free-standing structures, which require staking/pegging they must request permission during the application process and contact Ontario One Call, 30 days prior to their event to arrange a stakeout of the line grounds (i.e. gas lines, underground cables).

INSTALLATION OF STRUCTURES

If groups want to install a large tent, stage or any other structures they must request permission during the application process and contact the applicable Municipality to determine if special permits are required.

THUNDER/LIGHTNING

Outdoor spaces should not be used if lightning or thunder have been observed. Immediately move to a safe location away from metal or tall structures and out of the open field. Wait a minimum of 30 minutes from the last observed lightning or thunder before resuming activities.

ARTIFICIAL/AMPLIFIED SOUND

Municipal Noise By-Laws prohibit noise from amplified sound between specific hours and prohibit noise "likely to disturb". Groups must obtain and provide proof of exemption to the Noise By-Law for use of artificial/amplified sound.