

CLASS Business Unit:	Community Use of Schools
Operating Procedure:	School Rental Locked outs
Reference:	CUS-PRO-009-2010
Adopted:	April 18, 2017
Revised:	June 14, 2023

1.0 School Rental Locked-Outs

If a rental group is unable to gain access to a school at their approved rental time the After-Hours number listed on their approved rental permit provides a mechanism for them to request after hours' support. Should a group experience access issues they are to wait 15 minutes, if they are still unable to access the school and there is no sign of a custodian the Event Supervisor may call the After-Hours number listed on the rental permit.

The Event Supervisor should always have a copy of the approved rental permit with them during the rental period.

1.1 Penalty Fees

If it is determined that an unnecessary call was made to the After-Hours number, the Permit Holder will be charged Penalty Fees.

\$50 penalty fee + applicable call-out charges.

1.2 User Group Reporting Responsibilities

The Permit Holder should report any school access concerns to the Rental Office the next business day by calling the Rental Office or posting a comment to the discussion section of the applicable rental permit.