

CLASS Business Unit:	Community Use of Schools
Operating Procedure:	Property Damage Reporting
Reference:	CUS-PRO-007-2010
Adopted:	May 1, 2019
Revised:	May 18, 2024

1.0 Property Damage

Financial responsibilities for damages to board property are borne by the permit holder and proof of liability insurance is required for all rental agreements.

Rental groups shall not hold CLASS, the school boards, their staff or agents responsible for damage to, destruction of, or loss of property belonging to the group or group participants.

1.1 Rental Groups Reporting Responsibilities

Should damage(s) occur it is the responsibility of the Event Supervisor to report the incident immediately to the on-site custodial staff person.

Additionally, the Permit Holder must report the damage(s) to the Rental Office the next business day using the online 'Damage Report'.

To submit the 'Property Damage Report' the Permit Holder must:

- Go to <https://cklass.ca/services/community-use-of-schools/>
- Click on the Incident Report page located in the menu on the right.
- Click on 'Property Rental Damage Report' and follow the prompts.

An example of the 'Property Damage Report' is attached to this procedure.

If an injury occurred, even if the injury does not appear serious, the Permit Holder is advised to complete an online 'Injury Report', especially when someone receives medical or dental attention. If the injury is a Critical Injury the Permit Holder MUST report the injury. (refer to the Injury Reporting Procedures)

2.0 Appendices

2.1. Online Property Damage Report

Community Use of Schools - Property Damage Report

Permit number *

Name of your organization *

Your first and last name *

Your daytime phone number *

Your email address *

Time and date the damage occurred *

Name of school where the damage occurred *

Location of the damage (e.g. classroom, gym, cafeteria) *

Description of the damage and how it occurred. *

e.g. John Smith broke a gym window after kicking a soccer ball while inside the gym.

Individual involved (first & last name) *

Witness (first & last name) *

*

I understand that if bodily injuries were incurred I must also complete and submit an Injury Report.

Submit