

Community Use of Schools

REGULATIONS

SECURITY

- ❖ School doors will be unlocked 15 minutes prior to the start of the permit and locked 15 minutes afterwards. During this time the group must have a representative admitting participating members and ensuring no one else enters through the doors. If there are people coming after the doors are locked the representative must stay and wait to open the door as they arrive. Absolutely no propping of doors. Propping of doors will lead to immediate permit cancellation.

SUPERVISION

- ❖ Children must be under the direct supervision of adults at all times as required by the Board.

START AND STOP TIMES

- ❖ Access to the facility is noted on the permit. Entry 15 minutes prior to the start time is permitted. All members of the group must vacate the facility being used (i.e. the gym) by the stop time. The group then has 15 minutes to leave the building.

USE OF FACILITIES

- ❖ Only facilities listed on the permit are available to the client. All other areas are restricted. Stage use is not included on gym permits. Please ensure everyone in the building remains in the permitted areas.

GYM USE

The following activities are **NOT** permitted within our gyms without prior approval:

- ❖ Baseball, rigger/football, soccer, lacrosse, ball/floor hockey, roller blading.
- ❖ The consumption of food and beverage is not permitted inside the gym.
- ❖ The use of regular street shoes or cleats inside the gym is not permitted. Non-marking or white soled shoes are permitted.

PARKING

- ❖ Parking is only permitted in designated areas. Fire routes and driveways should not be blocked. Failure to comply may result in ticketing and/or towing.

SMOKING AND ALCOHOL

- ❖ No smoking or alcohol is permitted on school property, including parking lots.

FOOD

- ❖ No electrical appliances to be used for the preparation of food.

SALE OF FOOD

- ❖ The sale of food is not permitted on Board property.

ADVERTISING

- ❖ Board Policy does not permit solicitation or advertising of products, business or other services in the schools, or on the property of the Board.

ANIMALS

- ❖ In the interest of Health and Safety, animals, with the exception of a service dog, shall not be permitted in school buildings.

SCHOOL CUSTODIANS

- ❖ The custodian must complete work as scheduled and cannot be expected to provide extra service to groups using school facilities.
- ❖ Do not ask the custodian to give you access to spaces or equipment not on the permit. They are instructed to abide by the permit conditions.
- ❖ If the custodian requests that the group adhere to permit conditions or requests that an activity be ceased as it may be damaging to the fabric of the building, the permit holder must comply with this request.

ATTACHMENTS

- ❖ No signs, tape or nails, etc. are permitted on school floors or walls.

ATTENDANCE

- ❖ You must inform the Community Use Office 7 calendar days in advance of any permit changes or cancellations.

CANCELLATIONS

- ❖ The Board maintains the right to cancel or alter any rental permit due to INCLEMENT WEATHER, EMERGENCY or MAINTENANCE.

DROP-IN PROGRAMS

- ❖ Drop-in programs are not permitted. All participants must be preregistered.

EQUIPMENT AND STORAGE

- ❖ Permit does not include use of school sports equipment or storage unless arranged with the Community Use Office.

GAMES OF CHANCE

- ❖ Lotteries or gambling in any form shall not be permitted on school premises.

SUBLETTING

- ❖ Subletting or transfer of space by the permit holder is not permitted.

CLASSROOM USE

- ❖ Do not erase items on the blackboard or whiteboard or disturb bulletin boards.
- ❖ Furniture, if moved, must be put back to the way it was found.
- ❖ Do not move/disturb the contents of any classroom desk.
- ❖ Equipment in special areas, such as Business, Technical Shops, and Family Studies rooms are not to be used without prior approval.

FOR MORE INFORMATION

You can access Community Use of Schools web site at: www.pvnccdsb.on.ca/departments/purchasing/use-of-facilities.asp
Phone: (705) 748-4861, Ext. 184 ❖ Email: communityschooluse@pvnccdsb.on.ca

FAILURE BY THE PERMIT HOLDER/USER GROUP TO ADHERE TO THE PERMIT REGULATIONS WILL RESULT IN CANCELLATION OF ANY FURTHER PERMITS.

