



Applications for use must be submitted on-line or on Form 540-1 not less than 14 days before the date on which the facility is required. Applicants must be 18 years of age or older.

Permits are required for use of all school facilities, grounds and/or equipment by all non-school groups at all times. School groups are required to have a permit if the program begins after 5:30 p.m. or extends beyond 6:00 p.m. Monday through Friday or at any time on Saturday, Sunday or holidays. The permit is not transferable. Applicable rental and equipment fees as well as a non-refundable processing fee will be applied to all non-school permits in accordance with Board Procedure 540: Community Use of Schools.

Use of school buildings, grounds, and/or equipment is restricted to authorized permit holders and must be used only on the date(s) and hours indicated and for the purpose as specified on the permit. The school custodian is not authorized to allow use of special equipment and/or the facility unless approved on the permit. The facility must be vacated by the time shown on the permit or additional charges will apply.

The permit holder shall be responsible for all damages to board buildings, property or equipment and shall indemnify and save harmless the board from any claim whatsoever by or in respect of any person or persons. All permit holders must have a minimum of \$2 million liability insurance in place naming the board as additional third party insured. Coverage can be purchased through the board at a reasonable rate.

The permit holder shall be responsible for the conduct of all persons admitted to the school building and grounds and shall ensure that all regulations contained in the permit are strictly observed. If it is reported that the standard of supervision was not of an acceptable level, regulations were not followed or abuse of school facilities, grounds or equipment occurred, the permit may be cancelled and no permit will be issued to that organization in the future.

The permit holder will ensure that:

- No flammable objects are used for any purpose or brought on to the property in connection with such performance, without special permission from appropriate authorities;
- All decorations are of a non-flammable material or treated with a flame retardant;
- All props, drops, displays or other materials used on stage, in the wings, or elsewhere in the building do not block or hinder exit ways;
- All fire and safety precautions are strictly adhered to, including occupancy loads as defined in to the permit;
- Notification provided with respect to allergy sensitive areas is adhered to and that the identified products (such as nuts, latex and specific foods) are not permitted within the area.

The use of alcohol, drugs and tobacco is prohibited on board property.

To ensure safety and security of board property, a custodian is required to be on site for all permit activities within buildings.

Bands, disc jockey, theatre groups, or other permits with special electrical service requirements must be approved by Facility Services. Fog machines or other smoke generating equipment are not permitted without express approval of the Facility Services Department.

Stage equipment and property moving or setup must be performed outside school hours or as may be arranged with the principal. All stage properties and other equipment must be removed immediately after the event or as arranged with the principal prior to the performance. The type of stage sets constructed by drama groups, decorations and attachments in the auditorium and foyer shall be subject to the approval of the principal.

Persons using gymnasiums for gymnastic or sports activities shall use rubber soled shoes. The application of powder, wax or any other preparation to gymnasium or auditorium floors for dancing purposes is prohibited.

Refreshments or other goods may be sold by the group on the permit when approved. It is the duty and responsibility of the permit holder to ascertain if there is any tax applicable to the function and to collect and remit such tax to the proper governmental authority.

Pianos may only be moved from one level to another (i.e. from floor level to stage) by a specialized piano moving company. Costs are the responsibility of the permit holder.

No advertising in connection with any production is to be displayed on or affixed to any part of the school grounds or buildings unless authorized by the school principal.

The board may limit community use to certain building locations it deems appropriate and may suggest alternative locations if available.

The board maintains the right to cancel any permit if facilities are misused or if the facility is needed for a district or school function. Board and school functions take priority.

If the board intends to cancel a permit, notice will be given at least 48 hours in advance. Cancellation may be immediate if deemed necessary by the Director of Education or designate. Poor weather conditions or other emergency events may require closure of a school facility and permits may be cancelled if staff are unavailable to open a facility.

Permit holders must notify the Community Use of Schools Liaison of any cancellations of the group's event. If the permit holder fails to notify the Community Use of Schools Liaison at least 24 hours prior to the event, the group will be invoiced as though the group used the facility.

Exempt groups that cancel an event and fail to notify the Community Use of Schools Liaison at least 24 hours prior to the event will be invoiced at the non-exempt rate.

During the summer months and on statutory holidays (e.g., Christmas and winter holiday periods) use of school facilities may be available and will be charged at the weekend and holiday rate.

A minimum, non-refundable processing fee will be charged for all permits. Permit holders may be charged additional fees if it is necessary to employ district staff or provide equipment for special needs arising from the activity. (e.g. additional custodial time to perform extraordinary cleaning duties to ensure that the building is suitable for use by the school following the group's activity).

Please refer to [Board Procedure 540: Community Use of Schools](#) for additional information regarding usage requirements and rental fees at – www.hpedsb.on.ca >>About HPEDSB >> Policies and Procedures.