

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE**

POLICY MANUAL

POLICY TITLE:

Community Use of School Facilities

SECTION/CODE:

School Operations D – 33

APPROVAL DATE:

January 15, 2024

SUPERSEDES:

March 9, 2020

NUMBER OF PAGES:

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REVIEW DATE:

January 2028

POLICY STATEMENT

The Protestant Separate School Board of the Town of Penetanguishene recognizes that our school facility is an integral part of the community and supports the use of its property and building by community groups.

POLICY PURPOSE

To facilitate the use of the school building and grounds of the Protestant Separate School Board of the Town of Penetanguishene and outline the process and requirements, with no expectation of subsidy from or any cost to the Board.

COMMUNITY USE OF SCHOOL FACILITIES

It shall be the policy of the Board to require that groups using school facilities be designated as not for profit. Such user groups must enter into a User Agreement with the Board and provide proof of \$2,000,000 liability insurance.

ADMINISTRATIVE REGULATIONS

1. Community use of school facility permits will not be granted to individuals or groups unless a Board/School representative, or a responsible person acceptable to the Supervisory Officer or Designate, is on duty at the school during the permitted event to protect the interests of the Board by specifically opening the school, providing access to appropriate areas, ensuring the security of the school property, responding to any emergency situations and securing the school at the completion of the program. Any, and all additional custodial staff time required to accommodate a group shall be charged to the applicant at a rate determined by the Supervisory Officer or Designate.
2. The typical hours for Community use of school facility permits are:
 - a) School Days: 6:00 p.m. - 9:00 p.m.;
 - b) Non-School Days: 8:00 a.m. - 4:00 p.m.;
 - c) Alternate arrangements may be granted upon request, subject to approval by the Supervisory Officer or Designate.
3. All school activities take priority over outside use. The school will try to notify groups concerned as early as possible if a conflict exists.
4. No one is allowed to use the school during Christmas Holidays or during Mid-Winter Break.

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5. Each group using the school is expected to leave it clean, neat and tidy, as found. All school doors must remain locked at all times.
6. Any damage done or theft of school equipment is the responsibility of the group concerned and must be paid for by that group. The theft of any items will result in the group replacing the stolen items. Further to this, charges may be laid. Leaders must check to be sure the door at the back of the gym is locked, the front door is secure, the gym and washroom lights are shut off. Both sets of front doors must be checked.
7. No Burkevale equipment may be used by outside user groups either on or off site unless requested in advance.
8. Boots are to be removed at the front door and left on the mat.
9. In case of emergency pertaining to the building, contact will be made with one of the following parties in the order presented:
 1. Custodian
 2. Principal/Vice-Principal
 3. Property Chair/Alternate
10. The Board reserves the right to cancel its agreement with any group for the use of the school at any time as the Board may deem fit.
11. The permit holder must be 18 years of age or older, and accepts full and personal responsibility for the conduct and supervision of all persons admitted to the school building and grounds.
12. The Board requires that all groups have a minimum of two leaders/supervisors on duty at all times who are 18 years of age or older.
13. It is the responsibility of a user group to provide its own emergency telephone service (cellular phone).
14. In case of emergency, user groups are permitted to use the automatic external defibrillator (AED) located outside the main office.
15. It is the responsibility of the User Group to have a first aid kit on hand each week in the event of an emergency.

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16. The User Group is responsible for admitting only those individuals they are responsible for within their group to the premises during their User Group time period at the school.
17. User Groups are to adhere to policies related to Medical Conditions- D19B (i.e. Anaphylaxis), Smoke Free Environment D17, and Student Concussion Protocol D26, and other applicable Board policies.
18. The User Group shall provide proof of liability insurance in the amount of Two Million Dollars (\$2,000,000.00) prior to the date of use. The insurance shall cover the Protestant Separate School Board of the Town of Penetanguishene from and against any and all risks that may arise out of the User Group's use or activity.
- 19 . No alcohol use shall be allowed on the school property.