

COMMUNITY USE OF SCHOOLS (CUS) PROGRAM

CONDITIONS AND REGULATIONS -

Event Coordinator: The Organization Event Coordinator acting on his/ her behalf, or on behalf of his/ her organization, will be 18 years of age or older and will be required to furnish proof of age upon request.

Responsibilities: The Event Coordinator acting on his/ her behalf or his/ her organization to whom a "PERMIT FOR USE OF BOARD PROPERTY" is issued will be required to:

- a) Maintain cleanliness of assigned areas (i.e., disposal of garbage, wiping spills, etc.).
- b) Arrange for the supervision and proper conduct of all persons admitted on the school premises during the activity and ensure that all Conditions and Regulations governing the Community Use of School Facilities are strictly observed and adhered to.
- c) Observe all fire regulations governing the use of public buildings such as keeping all exits free from obstructions at all times, etc. All persons using Board facilities should be familiar with the "Fire Emergency Procedures" Ontario Fire Code Reg. 2.8.2". See Appendix "A" Fire Evacuation Procedure.
- d) Observe and enforce the Board's no-smoking policy in all its buildings and on its grounds.
- e) Discourage the use of vulgar and obscene language on school premises.
- f) Ensure that proper footwear is worn in the gymnasium (non-marking athletic shoes).
- g) Adhere to Board's guidelines concerning "Energy Conservation" at all facilities by where applicable, switching off any lighting and/ or powered equipment once no longer needed.

Access and Security:

- a) The permitted organization is authorized to use the specified facility only on scheduled dates, scheduled times, and within the assigned area(s) as specified on the face of the "Bookings" portion of the Permit.
- b) The main entrance is the only authorized entrance for the facility.
- c) Custodial staff shall provide initial access to the facility no earlier than 20 minutes prior to the begin time and all users must vacate the premises no later than 20 minutes after the end time, both as specified on the face of the "Bookings" portion of the Permit. After initial access to the school is provided, the main entrance is to be supervised by a designated member of the group while group members are accessing the facility presumably for a designated period of time - (perhaps 20 minutes before and 20 minutes after the event begins).
- d) Exterior doors to the school are to be kept locked at all times during the activity. The practice of "wedging" the door or placing objects to prevent the latching of the doors is not permitted.

- e) Only those washrooms located in the immediate vicinity of the location(s) allocated are to be used by group members.
- f) Use of any shower facilities is prohibited.
- g) The consumption of alcohol in Board facilities is strictly prohibited.

Liability Insurance:

- a) All groups/ organizations are contractually obligated to maintain general liability coverage of no less than \$2,000,000 per occurrence, with the Sudbury Catholic District School Board identified as additional insured, for the entire period covered by this permit.
- b) Groups who do not have access to liability insurance can purchase coverage through the Board's insurance carrier applicable to the permitted activity, subject to a list of pre-determined activities, exclusions, and rating schedule.

Damages, Loss, Breakage: The organization event coordinator acting on his/ her behalf or on behalf of his/ her organization will be held liable for any, and all damages, loss and/ or breakage resulting from the use of the school premises and/ or equipment owned by the Board. Damage Fees will apply.

Injury/ Incident Reporting: The Event Coordinator is responsible for reporting any/ all injuries/ incidents of a serious nature to the Community Use Coordinator within 24 hours of the occurrence via the "Discussion" tab/ option.

School Equipment:

- a) Equipment may be made available based on school approval. A request to use the school's equipment (i.e., nets/ balls/ poles etc.) must be selected during the permit application process, fees may apply. Finally, groups with their own equipment may request to store equipment, and this will be contingent upon space available without interfering with the regular school operation, health and safety requirements, or fire regulations.
- b) Authorized use of the school's equipment requires user group to always return the equipment to its original storage following the scheduled activity.

Food: Food and Drink are typically not allowed on site with the following exceptions:

- a) Bottled water is acceptable.
- b) A permit from the Health Unit is required when serving food that is not prepared and catered by a licensed establishment. (Special Function Only).

Fees:

- a) All Fees shall be determined by the Board and applied to all authorized users based upon an annual Schedule of Fees. Please see Table 1 Schedule of Fees below.
- b) Users will have the option to be billed on their credit cards automatically every month or as a single transaction at the time of permit approval. Users can review their statements via their on-line profile.

c) Weekend Use Bookings will generally be charged in advance of the event.

Parking: All parking and use of a parking lot, is at the risk and responsibility of the community use group members, the owner and/ or the driver of a vehicle.

Waiver: The Organization Event Coordinator acting on his/ her behalf or on behalf of his/ her organization to whom a "PERMIT FOR USE OF BOARD PROPERTY" is issued will agree that it will indemnify and save harmless the Sudbury Catholic District School Board from any and all liability, damage, and expense, cause of action, suits, claims or judgments arising from injury to person or property or death in the assigned school or property.

Healthy and Safe Work Environment: The Sudbury Catholic District School Board supports a healthy and safe working environment for all our employees. We expect that all community users of our facilities will extend reasonable common courtesy and will refrain from any acts of aggression, harassment, or violence towards any SCDSB employee.

Cancellations:

- a) No activities will be allowed on Professional Activity (PA) days, statutory holidays including adjacent weekends or during the summer, Christmas, or March breaks unless prior arrangements have been made with the Facility Services Department.
- b) Board-sponsored activities and school activities have precedence over all external users. Should the Board/ School require a facility presently in use by a Community Use of School Group, the Board reserves the right to reschedule, cancel or relocate permit holders.
- c) The issuance of a "PERMIT FOR USE OF BOARD PROPERTY" shall be entirely at the discretion of the Board, who reserves the right to cancel any permit without prior notification.
- d) Permit Event Coordinators are responsible for providing reasonable notice of a booking cancellations if required. Rental Fees will still be applied if reasonable notice is not provided. For weekend bookings where custodial fees apply, Permit Event Coordinators will be responsible to provide notice of cancellation by no later than 12 PM on the preceding Friday.

I, the organization event coordinator acting on my behalf or on the behalf of the organization/ group named herein, certify that I have read all the conditions and regulations governing the community use of school facilities which appear herein and agree to conform thereto and to be bound thereby. I fully understand that I may be required to pay any additional costs incurred by the Sudbury Catholic District School Board as a result of the use of the facility named herein. Failure to abide by the terms and conditions and all other regulations governing the use of school facilities may result in the immediate cancellation of this permit by the Sudbury Catholic District School Board. It is then agreed that the application, the acceptance thereof, and the conditions concerning the use of school premises shall constitute a binding contract.

APPENDIX A

EVACUATION PROCEDURE

IN CASE OF FIRE or SMOKE

LEAVE FIRE AREA IMMEDIATELY

ACTIVATE FIRE ALARM VIA NEAREST PULL STATION

CALL 9-1-1

CLOSE ALL DOORS

EVACUATE BUILDING IMMEDIATELY VIA NEAREST EXIT

REMAIN CALM

UPON HEARING THE FIRE ALARM

EXIT BUILDING VIA THE NEAREST EXIT

DO NOT USE ELEVATOR

DO NOT STOP TO RETRIEVE POSSESSIONS

IF YOU ENCOUNTER SMOKE IN STAIRWAY USE ALTERNATE EXIT

CLOSE ALL DOORS BEHIND YOU

PROCEED TO DESIGNATED ASSEMBLY AREA

REMAIN CALM

IF THERE IS SMOKE or FIRE BEHIND DOOR

CLOSE DOOR AND REMAIN IN YOUR AREA

SEAL ALL OPENINGS TO PREVENT SMOKE FROM ENTERING AREA

DIAL 9-1-1 IF POSSIBLE TO ALERT THE FIRE DEPARTMENT AND GIVE YOUR EXACT LOCATION; OTHERWISE REMAIN CALM AND WAIT TO BE RESCUED

TABLE 1

Community Use of Schools (CUS)
Fees, 2024-2025

Organizational Type (Group)

A. Non-Profit/ Charitable Organizations - Children Groups (participants under 18 years old)

B. Non-Profit/ Charitable Organizations - Adult Groups (participants over 18 years old)

C. Profit-Making Groups and Organizations

D. Board Partnerships - Joint Use Agreements

E. SCDSB Board/ School-related Groups

Organizational Type (Group)	A	B	C	D	E
Rental Fee (Per Hour)	\$10.00	\$10.00	TBD	\$10.00	-
Subsidy Rate	100%	n/a	n/a	100%	-
Custodial Fee – WEEKENDS (Per Hour) *	\$40.00	\$40.00	\$40.00	\$40.00	-
<i>* 4 Hour minimum charge</i>					
Subsidy Rate	n/a	n/a	n/a	100%	-
Admin Fee (Per Permit)	\$25.00	\$25.00	\$25.00	\$25.00	-
Subsidy Rate	100%	n/a	n/a	100%	-
Equipment Fee (Per Booking)	\$3.00	\$3.00	\$3.00	\$3.00	-
Subsidy Rate	100%	n/a	n/a	100%	-
Cancellation Fee	\$10.00	\$10.00	TBD	\$10.00	-
Damage Fee	TBD	TBD	TBD	TBD	-