



Community Use of Schools (CUS) Rules & Regulations

Facility & Equipment

- Participants must wear non-marking, soft-soled shoes in gymnasiums.
- Classroom locations are assigned by the principal or designate.
- Use of school equipment is limited and must be returned to its proper storage area after use and the facility must be returned to its original condition. Failure to do so will prohibit future use of equipment and school facilities. School equipment fees apply (see User Fee Schedule).
- Tables and chairs must be requested on the permit request at the time of submission.
- User groups may be required to assist the custodial staff in set-up, take down and clean up for their event.
- **Use of showers is NOT permitted.**
- Permission is required for the use of microphone, audio and/or stage lighting equipment. Technician fees will apply.
- No advertising may be posted in, or circulated through, the schools without prior approval from the OCDSB.
- Ball hockey, floor hockey, or any sport involving sticks on the gym floor is prohibited.
- Members of your group are responsible for viewing the facility space to ensure the activity can safely take place. If you feel the conditions are not safe, stop your activity and advise the custodial staff immediately.
- No Open Flame – Open flames, including but not limited to incense, candles, lanterns, open flame burners
- Lighted candles and open flames of any kind pose a serious threat to OCDSB facilities and are therefore prohibited in all OCDSB facilities.
- Doors must not be propped open.

Food & Drinks:

Food & Drinks are not allowed in our gym facilities. If you are booking an event that involves food and drinks, separate space will be required. Please ensure you indicate this on the permit request.

Tournaments:

A separate permit request must be submitted for tournament events at OCDSB facilities. The large attendance numbers may require additional staffing.

Sports Fields

Outdoor rental groups must refrain from using area(s) specified if field conditions are unsuitable for play. The rental does not include access to the school. Sports Fields Terms and Conditions must be adhered to.

Conduct

- Aggressive behavior and coarse language will not be tolerated.
- Smoking is prohibited on all OCDSB premises.
- The permit holder is responsible to ensure none of their group's member's smoke on school property. Violation of this policy will result in the cancellation of permits.
- Vaping is prohibited on all OCDSB premises. The permit holder is responsible to ensure none of their group's member's vape on school property. Violation of this policy will result in the cancellation of permits.
- Recreational cannabis possession and/or use is not permitted on any OCDSB property. Violation of this policy will result in the cancellation of permits.
- **Consumption of alcohol is not permitted.** For Special Events, exceptions may be considered. OCDSB Special Occasion Permit Guidelines would apply if an exception is permitted.
- Participants must be adequately supervised at all times and must remain in the permitted spaces only (e.g. gym). Permit holders are responsible for youth activities and must have an adult supervisor in each permitted space (including dressing rooms and change rooms) at all times while in use.
- No criticism of any religion, gender, ethno-cultural, race, language or culture shall be expressed at any meeting. No treasonable, disloyal, subversive, or seditious meetings will be permitted or such views expressed at any meeting.
- Permit holders are responsible for the conduct and supervision of all persons affiliated with their events and must ensure that OCDSB regulations are observed. All groups must have adequate on-site adult supervision (must be 18 years of age or older) for the duration of the rental period, one of which being the "Event Supervisor" named on the permit. Groups renting multiple facility spaces must have an "Event Supervisor" in charge of each area (including dressing rooms and change rooms) at all times while in use.
- Event Supervisors must ensure that start/finish times are adhered to as outlined on the permit. Additional charges may be applied if the allotted time is exceeded, if additional space is used, clean-up beyond expectations is needed and/or if damages have occurred. Participants must not enter the school before the Permit Holder or Event Supervisor arrives and the Event Supervisor must ensure that participants remain within the designated rental areas and associated corridors and washrooms. Permit Holders or Event Supervisors must not leave the facility until all members of their group have left. **The expectation is that the activity is finished 10 minutes prior to the end of the permit to allow all participants and staff to leave by the end time listed on the permit.**

- Licensed Security Guards are required for all events with 200 or more participants and any event with alcohol.

Please Note: Security Guard charges are added to the permit based on the facility capacity and not on the number of participants. (ex. if you estimate 350 people attending and the facility holds 1000 people, the cost of 5 security guards will be added to the permit cost). Security Guards start 30 minutes before the event starts and finish 30 after the event finishes.

Facility Capacity	Number of Security Guards <i>(Rate: \$24.00/hour per Security Guard, 4 hour minimum)</i>
1-200	1 Security Guard
201-400	2 Security Guards
401-600	3 Security Guards
601-800	4 Security Guards
801-1000	5 Security Guards
1001-1200	6 Security Guards
1201-1400	7 Security Guards

Damages:

The OCDSB does not assume liability of injuries, loss or damage to persons or property.

Permit holders will in no manner pledge the credit of the Ottawa-Carleton District School Board and will save it harmless against any and all claims for damages against persons or property which may be brought during or as a consequence of this agreement or the occupation arising thereunder.

The OCDSB reserves the right to take any action required if accommodation and/or facilities provided are damaged or left in unsatisfactory condition. Costs resulting from damages will be charged to the offending permit holder.

Refusal to Comply:

Refusal of permit holders to comply with the OCDSB's procedures and policies will result in the cancellation of permits at no cost or liability to the OCDSB.

Accessibility:

Please ensure that you are aware of any special needs or requirements of your group and book a facility that will meet these requirements and inform the CUS Booking Assistant. It may be necessary in some circumstances to arrange a site visit prior to booking your permit to ensure the space meets the needs of your event and the participants.

In the event of a service disruption (such as a broken elevator), the permit holder will be contacted and the reason for the disruption will be indicated. Permit holders are expected to notify the members of their group in the event of a service disruption. This procedure has been developed in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Feedback is welcome on our services; please visit our website at www.ocdsb.ca for more details.

Inclement Weather and Facility Closure

In the event of inclement weather or unexpected facility closure, permit holders will be notified via email as soon as possible.

Health & Safety

In the event of an emergency rental groups are required to have their own safety protocols and are responsible for the safety of their participants.

Fire Alarm;

The permit holder and all persons allowed in the permitted facilities by the Permit Holder shall exit the building in the event of fire alarm or fire drill.

- Community Users are responsible for all costs associated by the accidental triggering of an alarm or security system.
- All exits must be kept free from obstruction in case of fire. Fire routes and driveways shall not be blocked. Failure to comply may result in ticketing and/or towing.

First Aid Kits:

The organization is responsible to bring the appropriate first aid materials to assist its members in the case of injury.

AED'S (Automatic External Defibrillator) – AEDs are in every active school and administrative building.

Please ensure your group is aware of the location of any AED's to ensure quick access in the event of an emergency.

Only OCDSB custodians may adjust, modify or alter mechanical equipment such as fans, folding partition doors, basketball winches, bleachers or gym partitions and dividers. Participants will vacate the gym while the custodian ensures the divider is safely in place.

Permit holders must contact the Chief Custodian to familiarize themselves with fire routes, school equipment and emergency equipment.

Due to safety concerns please note the following:

- Nuts and nut products, shellfish and latex (e.g. balloons) are common allergens and pose a significant health risk to students and community members. Avoid bringing these materials into OCDSB facilities.
- Youth are not to be involved in handling and moving tables or any other furniture.

Asbestos Advisory

Older buildings within the School Board may have asbestos in some of the construction materials found within the room(s) you have booked. A complete list of asbestos containing material (ACM), if present, can be found in the Asbestos Inventory Log Book in the Chief Custodians office. As the permit holder, it is recommended that you let the users under the permit know about this advisory as well. The OCDSB has an Asbestos Management Program in place, as required by Ontario Regulation 278/05. For more information please refer to the Board's asbestos procedure PR.619.HR located on our website.

Permit Holder Processing / Cancellation / Amendment Fees

The Community Use of Schools office must be advised of cancellations and/or changes as soon as possible. **Please do not contact the school.** You can reach Community Use of Schools staff as follows:

Phone: 613-596-8260

Email: communityuse@ocdsb.ca

Weekend bookings **must be cancelled by Wednesday of that week** with notification to the CUS office, cancellation charges will apply.

All applicants will be charged a non-refundable Permit Administration Fee. Permit holders will be charged each time a permit is cancelled and/or amended (see User Fee Schedule).

The Board reserves the right to cancel permits if two consecutive dates are missed by the client without notification to the CUS office and charges will apply. Permit holders may not be eligible for renewal priority.

The OCDSB reserves the right to cancel any permits.

Once a permit is issued, it is not transferable to anyone else. Permit holders must contact the Community Use of Schools office to ensure requested changes are made appropriately to the permit.