

## GENERAL

1. The Simcoe County District School Board (SCDSB) endorses and encourages the community's participation in the use of its facilities and resources. Community use groups may use the Education Centre through the issuance of rental contracts provided its normal operation, and the requirements of various system groups are not interrupted.
2. All questions regarding rental contracts or use of schools should be directed to the Permit Office at the Education Centre, Simcoe County District School Board, 1170 Hwy 26, Midhurst, ON L0L 1X0 (705)734-6363 or (905)729-3600 (from the Bradford, Schomberg or Tottenham areas) Ext. 11361, 11348, 11281 or 11372.
3. All school facility bookings are processed through the Education Centre Permit Office, NOT through the individual schools. Forward completed application form to the Education Centre - Attention of the Permit Office. **DO NOT CONTACT THE INDIVIDUAL SCHOOLS TO BOOK SPACE.**
4. All applications must be received by the Permit Office a minimum of 15 working days prior to the event and be accompanied with the appropriate administration fee. Administration fees are non-refundable unless the facility is not available.
5. Rental contracts for the next school year will not be processed before June 30 and every effort shall be made to accommodate rental contracts received on or before August 15. Processing of applications received after August 15 for repetitive events cannot be guaranteed.
6. The applicant shall be responsible for determining that the facilities are fit, safe and suitable for their permitted activity.

## RESTRICTIONS ON CONTRACT HOLDERS

7. No contract will be granted unless signed by an individual of 18 years of age or older and an individual of 18 years of age or older will be in attendance for the duration of the rental contract.
8. The contract holder must inform the Permit Office when they have two or more groups attending on the same evening, at the same location, with different time periods.
9. The contract holder shall be responsible for the conduct and supervision of all persons admitted into the school from the user group, and will ensure all requirements of the rental contract are met.
10. Subletting of space by the contract holder is not permitted.
11. Transferring of space by the contract holder is not permitted.
12. Contract holders must familiarize themselves with all emergency exits. User groups are not to obstruct aisles, hallways, or exits.
13. Smoking in school buildings or on school property is strictly prohibited.
14. The consumption and/or sale of alcoholic beverages on school premises are strictly prohibited.
15. The contract holder requires approval from the Permit Office for permission to allow food, beverages or specified animals on Board property.
16. Only non-marking rubber soled shoes shall be worn in gymnasiums for sport activities.
17. The contract holder will ensure that all activities adhere to prevailing by-laws and that all necessary licenses, permits, etc. are obtained.
18. No changes will be allowed to electrical services without the approval of the

Superintendent of Facility Services or his/her designate.

19. The contract holder is responsible for ensuring the school property is vacated promptly at the time specified on their rental contract or they will be charged for additional custodial time.
20. The contract holder will be responsible for all charges incurred by the Board as a result of improper use of fire or security alarms.
21. The custodian is not authorized to permit the use of any facilities or equipment other than that indicated on the rental contract.
22. The rental contract holder will confine their activity to the designated facilities as indicated on the contract, and associated corridors / washrooms.
23. Failure or refusal by the contract holder/user group to adhere to the rental contract regulations may result in cancellation and refusal to grant any further rental contracts for the use of Board facilities.

## AVAILABILITY OF SCHOOLS

25. School facilities will be available for community use subject to the following:  
No rental contracts are available during Professional Activity Days, Christmas Break, March Break, Easter Monday, and statutory holidays, except for rental contracts to carry out religious services.
26. Limited summer permits will be available from the first week of July up until the last two weeks prior to the school year commencing, Monday to Thursday, daytime period only. Approvals dependent upon school availability. Confirmation of summer permit requests will not be available until after June 15.
27. Rental contracts will not be granted for the use of school facilities during the two weeks prior to the end of the school year, regularly scheduled maintenance projects, two weeks prior to the school year commencing and during the first week of school.
28. No school will be used for permit use where a custodian is not available.

## INSURANCE

29. **All rental contract holders shall carry liability insurance of at least \$2 million and name the Simcoe County District School Board as Additional Insured.** An insurance certificate, proving compliance with this requirement shall be provided before the application is approved.
30. If an applicant is unable to provide liability insurance, SCDSB can arrange the required insurance for eligible groups, provided the applicant pays the full cost of the insurance, as well as the rental contract fee.
31. The Board will not be responsible for any personal injury, damage, loss or theft of clothing/equipment of the user group.
32. The contract holder shall be responsible to the Board for all damages to the buildings, equipment and/or grounds and shall indemnify and save harmless the Board from any claim whatsoever by or in respect of any person or persons.

## PAYMENT

33. When the application has been approved, the applicant will be invoiced. The permit itself is the invoice. The fee (including the insurance fee if applicable) must be paid in full at least 10 working days prior to the event. Payment may be made by cheque payable to the Simcoe County District School Board; by VISA with a service charge; or by interact.

34. Applicants are required to pay the applicable fees for any time that exceeds the information stated on the rental contract. Additional custodial fees will be levied if additional cleaning is required after the event. Additional fees for tables & chairs not stated on the permit may apply if used. These charges may be invoiced after the event.

## CANCELLATION/AMENDMENTS

35. The Permit Office must be notified of cancellations and/or changes as soon as possible. **DO NOT CONTACT THE SCHOOL to cancel a permit. Failure to advise the Permit Office will necessitate full charge for the rental facility. Three alterations per rental contract will be accommodated**, after which the permit will be cancelled and a new rental contract application will be necessary. Cancellation and alteration fees will be applied as per the rate schedule.
36. Rental contracts for repetitive events will be cancelled if the contract holder has not informed the Permit Office of scheduled non-use, and the period of time since the last usage exceeds one month.
37. The Board maintains the right to cancel or alter any rental contract and will provide seven days notification, if possible.
38. The rental contract holder has no claim to compensation from the Board for any loss, damages or expense resulting from such cancellation.

## INCLEMENT WEATHER

39. Rental contracts will be invalid during the days when the schools are closed due to inclement weather or for temporary purposes as per Policy 4470 and Administrative Procedures Memorandum A3020. Refunds or rescheduling of cancelled events must be applied for within the school year.

## NON-USE OF FACILITY

40. Failure to notify the Permit Office of your decision not to use the facilities will result in full charges for the facility; equipment charges, if applicable, custodial fees, if applicable, as well as an additional "Non-use of a booked facility" fee ("no-show" fee). Each "no-show" carries a fee as per rate schedule.

## PARKING

41. 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.

## FIELDS

42. Fields/Diamonds will be considered unplayable if the following conditions exist:
  - Ponding of water on the surface of the field/diamond;
  - Water sponging up around one's feet when walking on the field/diamond;
  - Weather conditions - lightning, thunderstorms.
43. User group ignoring the unplayable conditions:
  - Will be required to pay for all damages to the field/diamond where deemed responsible;
  - Could be held responsible for accidents, injuries incurred because of unsafe conditions;
  - May have their permit suspended, or revoked for any future use of a field/diamond.