

## RULES

1. The person submitting a request to access school facilities for personal use or use by an organization must have reached the age of majority (or must be 19 years of age if alcoholic beverages are served at an event). Proof of age must be provided upon request.
  2. The person obtaining a Use of School Facilities Permit is held liable for the following:
    - a) Incur the costs of damage to school facilities or loss of equipment resulting from his/her use during the event held by the requestor's organization;
    - b) Control and monitor the behaviour of all persons admitted on school premises during an activity, and ensure that all rules for the use of school facilities are strictly observed;
    - c) Ensure that all persons admitted to an activity have exited school premises at the time specified in the Use of School Facilities Permit;
    - d) Contact the school at least one week before the start date of the organization's event in order to receive necessary instructions regarding:
      - i) Procedures for the school's alarm system. If the custodian is not present, the person responsible for the activity is also responsible for deactivating the alarm system upon entering and activating it before exiting. A charge of \$65.00 plus HST will apply if a security company representative needs to be sent to the school (this will be the case if the person responsible for the activity does not activate the alarm system correctly when exiting, if entry and exit do not occur at the specified times, or if the person responsible for the event activates or deactivates the alarm system accidentally);
      - ii) Additional charges may apply if the Fire Department needs to be sent to school premises;
      - iii) Accessing the security system logbook (the logbook must be signed when entering and exiting the school);
      - iv) Emergency procedures in case of fire;
      - v) Permission to use school material or to store the organisation's own equipment in the school in accordance with the rules of the Fire Marshall and the Health Unit;
    - e) Ensure observance of all fire prevention rules that apply to public buildings (e.g., keep all exits free of obstructions at all times, etc.);
    - f) Obtain a permit from the Liquor Control Board of Ontario after having obtained School Board authorization to serve alcoholic beverages on school premises, and submit a copy of the permit to the School Board before the event is held;
    - g) Obtain a permit from the Sudbury District Health Unit if food served at an event is not prepared by an authorized catering service and submit a copy of the permit to the School Board before the event is held;
  - h) Limit participants' access to the school areas specified in the permit;
  - i) Observe School Board policy B-018 on the use of tobacco in all school buildings and properties (located on CSPGNO web site) ;
  - j) Discourage use of vulgar or obscene language on school property; and
  - k) Ensure that all participants wear appropriate footwear in the gymnasium.
3. Organizations using school facilities may have to pay fees. Such fees are determined by the School Board and vary according to the type of organization and the type of activity involved. The applicable fees must be paid in full upon reception of the School Board's invoice for the use of school facilities.
  4. If a key/fobe is provided for access to a school, a deposit of fifty dollars (\$50.00) is required. The deposit will be refunded if the key/fobe is returned to the school within three days following the end of the event. If the key/fobe is not returned within this period, the deposit is automatically forfeited. Key/fobe duplication is strictly forbidden.
  5. The School Board reserves the right to require a current criminal record check from the person responsible for the event before issuing a permit.
  6. All permits are issued at the School Board's sole discretion. The School Board reserves the right to cancel a permit without prior notice in the event of non-compliance with the rules and conditions stipulated in the permit.
  7. Community schools and groups associated with a school have priority over any other outside group when they need access to school facilities that are already being used.
  8. Free parking on school property is a privilege. Parking on school property is at the user's risk.
  9. Schools are not available for use at certain times of the year. No permits will be issued during these periods.

**GNO-A16c**

*Le Conseil scolaire public du Grand Nord de l'Ontario will immediately cancel a permit if the rules and regulations pertaining to the permit are not strictly observed at all times. It is understood that the permit request, the approval of the request and the conditions of use of school facilities constitute a binding contract.*