

**Refer To: POLICY & PROCEDURES 8011: “Use of School Buildings, Facilities and Grounds”****CONDITIONS AND REGULATIONS**

1. This Application may be accepted or rejected by Lakehead District School Board. Should this application be accepted, it shall constitute a binding contract.
2. The general term of yearly permits shall be from September 15<sup>th</sup> to June 15<sup>th</sup> in the current year of issue, with exception of Christmas holidays and Mid-term Break.
3. Application for the use of school facilities must be completed on the appropriate form no later than 14 days prior to the scheduled activity. Application for the use of school playing fields in the summer must be completed before June 15. The Application/Permit will not be granted until all terms are met.
4. Permits must be issued for the community use of any part of a school building during or after school hours. Permits will not be issued when such use interferes with regular school use as determined by the principal.
5. First priority for the use of facilities will be given to those groups which have an influence on the total education of our youth: School Council Activities, Student and Teacher Activities, Parent Activities, School Board Activities, and Community Activities. Established users shall have priority over occasional users.
6. No applicant shall be granted a permit to use any building, facility or field unless the individual has reached the age of legal responsibility (18 years).
7. The applicant shall be responsible for the conduct and supervision of all persons admitted into the school, and shall ensure that all requirements of the permit are met. An individual of 18 years of age or older will be in attendance for the duration of the time specified on the rental contract.
8. Subletting of space is not permitted. Any use or attempted use by one group in the name of another may result in the immediate cancellation of the permit.
9. The permit holder shall provide a certificate of comprehensive (general public) liability insurance in the minimum amount of \$2,000,000 naming Lakehead District School Board as additionally insured. The insurance shall cover the Board from and against any and all risks that may arise out of the Permit use or activity. Failure to file such certificate shall result in cancellation of the Permit. Applicants may access the Facility User Group Insurance Program offered by Ontario School Boards' Insurance Exchange (OSBIE). Applications are available at the school and may be submitted with the fee at the same time as the Permit Application for School Use.
10. The applicant must ensure that all activities adhere to prevailing laws and that all necessary licenses, permits, etc., are obtained.
11. The consumption and/or sale of alcoholic beverages on school premises is prohibited.
12. Smoking in school buildings or on school property is prohibited.
13. The applicant requires approval if food or beverages will be brought into and/or consumed in the facilities. Adherence to Thunder Bay District Health Unit Environmental Health Department's regulations for Special Events and Food in Schools is required.
14. For the health and safety of young children, most elementary schools provide a nut-free environment. The applicant must ensure the same for any food or snacks provided at, or brought into the school. Secondary schools do not have this restriction.
15. The exits must be kept free from obstruction in case of fire.
16. Parking is only permitted in designated areas. Fire routes and driveways shall not be blocked. Failure to comply may result in ticketing and/or towing.
17. The applicant will be responsible for all charges incurred by the Board as a result of improper use of fire or security alarms.
18. The applicant shall be responsible for ensuring that the premises are vacated promptly at the time specified on the permit or they will be charged for additional custodial time.
19. The applicant shall exercise the utmost care in the use of the facility and property and will be responsible for and make good, any damage to Board property and equipment as determined by the school principal.
20. The Board will not be responsible for personal injury or damage, or for the loss or theft of clothing or equipment of the applicant, or anyone attending on the invitation of the applicant.

21. The applicant must confirm compliance with requirements set out in the *Accessibility for Ontarians with Disabilities Act* and related regulations.