

**USER CATEGORIES FOR APPLICATION AND FEE SCHEDULE**

Group	User Classification	Conditions
<b>A</b>	<p><b>1. Board Sponsored Events and Groups</b></p> <ul style="list-style-type: none"> <li>• education programs sponsored and/or supported by the Board;</li> <li>• Board committees;</li> <li>• training sessions and professional development for employees; and/or</li> <li>• speakers/presentations/information sessions for students, staff and/or public arranged by Board.</li> </ul> <p><b>2. School Groups</b></p> <ul style="list-style-type: none"> <li>• co-curricular and extra-curricular program-related activities supervised by a teacher or responsible adult;</li> <li>• School Council activities including school dances;</li> <li>• speakers/presentations/information sessions for students arranged by staff or School Council;</li> <li>• home and school meetings and activities; and</li> <li>• student/parent/guardian/caregiver fundraising for the school groups.</li> </ul>	<ul style="list-style-type: none"> <li>• must have a member of Board staff in attendance;</li> <li>• additional insurance is not required; and</li> <li>• in circumstances where a custodian is required beyond normal working hours, the hours will be approved by the principal.</li> </ul>

Appendix A to 8011 Use of School Buildings, Facilities and Grounds Procedures

Group	User Classification	Conditions
<b>B</b>	<ol style="list-style-type: none"> <li><b>1. Non-Profit Youth Community Programs</b> <ul style="list-style-type: none"> <li>• non-profit youth (under 18 years of age) community programs and organizations whose membership is not restrictive and whose leaders and/or instructors receive no direct compensation; and</li> <li>• charitable organizations or agencies providing before or after school programs at cost, no cost or donation only.</li> </ul> </li> <li><b>2. Non-Profit Community Sports</b> <ul style="list-style-type: none"> <li>• non-profit recognized youth sport and recreation service providers; and</li> <li>• unorganized/amateur athletic and sports groups, this includes student and staff groups not directly related to school and student programming.</li> </ul> </li> <li><b>3. Non-Profit Community Recreation</b> <ul style="list-style-type: none"> <li>• non-profit recreational or social groups/clubs or activities, this includes student and staff groups not directly related to school and student programming;</li> <li>• non-profit community theatre, dance or musical productions;</li> <li>• school reunions; and</li> <li>• birthday parties, baby/bridal showers and staff parties.</li> </ul> </li> <li><b>4. Non-Profit Community Associations and Organizations</b> <ul style="list-style-type: none"> <li>• non-profit local community associations and municipalities holding meeting or public information sessions; and</li> <li>• Board union and federation meetings and information sessions.</li> </ul> </li> <li><b>5. Charity Organizations</b> <ul style="list-style-type: none"> <li>• groups where money collected is used for community club or charitable purposes and not for personal gain.</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>• must have an adult (age of 18 years or older) in attendance;</li> <li>• permit application for school use is required;</li> <li>• a permit fee of \$25 plus HST will be charged for each permit;</li> <li>• for permits covering multiple dates, a non-refundable fee of \$100 plus HST applies;</li> <li>• insurance required; proof and copy of general and comprehensive public liability insurance must be presented prior to event – it may be purchased with OSBIE at the school when submitting permit application; and</li> <li>• in circumstances where custodian is required beyond normal working hours, the hours will be approved by the principal and cost charged back to the permit holder.</li> </ul>

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<b>B</b>	<p><b>6. Partnerships and Reciprocal Agreement Groups</b></p> <ul style="list-style-type: none"> <li>• City of Thunder Bay Parks and Recreation Department Programs;</li> <li>• Coterminous Boards physical education program;</li> <li>• Indigenous programs;</li> <li>• Lappe Local Area Services Board;</li> <li>• Lakehead University (LU) Education Department.</li> <li>• additional Qualification Courses (OISE, LU); and</li> <li>• individuals providing music/piano instruction to students at LDSB rural schools.</li> </ul> <p><b>7. Day Cares</b></p> <ul style="list-style-type: none"> <li>• providing before or after school programs.</li> </ul>	

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<b>C</b>	<p><b>1. Private or Corporate Commercial Groups</b></p> <ul style="list-style-type: none"> <li>• activities for private, corporate, and/or other organizations or individuals that yield a profit</li> </ul>	<ul style="list-style-type: none"> <li>• consultation with Community Use of Schools outreach coordinator;</li> <li>• must have an adult (age of 18 or older) in attendance;</li> <li>• commercial permit application for school use is required;</li> <li>• insurance required; proof and copy of general and comprehensive public liability insurance must be presented prior to event - may be purchased with OSBIE when submitting permit application; and</li> <li>• rental cost and additional custodial hours will be charged to the group.</li> </ul>

**RENTAL RATE:**

The rental rate will be based on the number of hours of the permit and the current custodial rate. Additional costs may be added for any extraordinary expenses (e.g., extended hours, holidays, special activities, etc.). If clean-up is required, all costs will be assumed by the user.

Note: H.S.T. is charged on rental fees and additional costs.