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**Date of Issue**                    October 2011

**Original Date of Issue**        June 25, 2002

**Subject**                            **COMMUNITY USE OF FACILITIES**

**References**                    Board Policy 2340  
Board Minutes, June 23, 2002

**Links**

**Contact**                          Facility Services; School Services

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**1. Purpose**

- 1.1 The Simcoe County District School Board (SCDSB) endorses and encourages the community's participation in the use of its facilities and resources.
- 1.2 The priority of the board is to ensure its students have the first opportunity to educational programs in adequate facilities.
- 1.3 Schools are public buildings and should be made readily available where possible for public use in after-school hours through the issuance of rental contracts.
- 1.4 The board will allow community use of its facilities and will impose a charge based on the user group classification in accordance with the current facilities rate schedule, attached as Schedule A, in order to be fiscally responsible for the safety, cleanliness, maintenance, and security of any board facility.

**2. Definitions**

- 2.1 User groups are defined as the following:
  - 2.1.1 School/Board Associated Groups and Activities
    - 2.1.1.1 School Council and sub committee activities
    - 2.1.1.2 Student Council activities
    - 2.1.1.3 School/board activities and programs
    - 2.1.1.4 School co-instructional and extra curricular activities
    - 2.1.1.5 School related functions such as retirements/reunions
    - 2.1.1.6 Trustee forums and meetings
    - 2.1.1.7 College and university groups supporting SCDSB activities
    - 2.1.1.8 Home and School Associations



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- 2.1.2 Group A
    - 2.1.2.1 Community youth groups such as Scouts Canada and Girl Guides Canada
    - 2.1.2.2 Community House League youth groups such as “House League” soccer and baseball
    - 2.1.2.3 Representative youth athletic and sports groups◆
    - 2.1.2.4 Youth programs/groups provided by community church and religious groups
    - 2.1.2.5 Municipal youth classes and youth recreation uses (where a joint use agreement with the SCDSB exists)\*  
(\*Where a joint use agreement does not exist the indoor facility rates are 25% of the Group C rates.)  
◆Classified under Group A due to the Community Use of Schools (CUS) Program September 1, 2008
  - 2.1.3 Group B
    - 2.1.3.1 Adult recreational, athletic and pick up sports
    - 2.1.3.2 Municipal adult classes and recreation uses (where a joint use agreement with the SCDSB exists)\*
    - 2.1.3.3 Ratepayers Associations
    - 2.1.3.4 Health Services such as St. John Ambulance/Canadian Blood Services  
(\*Where a joint use agreement does not exist the indoor facility rates are 50% of the Group C rates.)
  - 2.1.4 Group C
    - 2.1.4.1 Church and religious groups
    - 2.1.4.2 Political parties
    - 2.1.4.3 Federations and unions
    - 2.1.4.4 Theatrical, entertainment, concert, performance groups\*
    - 2.1.4.5 Commercial groups
    - 2.1.4.6 College and university groups  
(\*Indoor facilities charges permitted by registered not for profit charitable organizations conducting fundraising for charitable organizations are eliminated as part of the CUS Program September 1, 2008)
  - 2.2 First priority for indoor use of facilities will be for school/board associated groups. Second priority will be given to Group A. Third priority will be given to Group B and fourth priority will be given to Group C.
  - 2.3 Priority for outdoor use of facilities will be for school/board associated groups followed by recreation programs operated by municipalities that enter into reciprocal agreements that cover joint facility planning and maintenance.



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### **3. Responsibilities**

- 3.1 Facility Services will be responsible for the overall supervision and administration of processing of rental contracts.
- 3.2 The Custodial Services Department (Permit Office) will be responsible for approving and processing of all rental contracts through a central administrative booking system.
- 3.3 Custodial staff shall be responsible for:
  - 3.3.1 Preparing and receiving for the user group, including managing equipment set up and tear down as specified and clean up;
  - 3.3.2 Allowing the user group access to the facilities;
  - 3.3.3 Securing the facilities;
  - 3.3.4 Clean up after the user group has finished;
  - 3.3.5 Reporting all damages arising out of the use of schools by any user group to the principal and permit office in writing;
  - 3.3.6 Completing and forwarding monthly custodial billing reports to permit clerks at the permit office including the need for additional custodial time for extenuating circumstances due to the event;
  - 3.3.7 Retaining a copy of the user rental contracts sent to the facility from the permit office;
  - 3.3.8 Arranging for custodial staff coverage as required for absences or for overtime situations.
- 3.4 Principals or designates shall be responsible for:
  - 3.4.1 Providing opportunities for the community use of schools in accordance with Policy 2340;
  - 3.4.2 Completing and forwarding a Board Property Damage Loss Report on all damages arising out of the use of schools by any user group to the Maintenance Department, Facility Services;
  - 3.4.3 Advising the permit office of school equipment available for use and noting donated equipment;
  - 3.4.4 Approval of use of non-specified areas including classrooms, libraries and specialty rooms;
  - 3.4.5 School/board associated groups and activities;
  - 3.4.6 Submitting applications to the permit office for school events for the upcoming school year by June 15 of the current school year;
  - 3.4.7 Informing the permit office of school functions that may interfere with after hours use by a contract holder;
  - 3.4.8 Obtaining rental contracts for all school use activities on weekends, holidays and on weekdays;
  - 3.4.9 Deeming school fields/diamonds unplayable due to wet field conditions during the school day and informing the permit office of same;



- 3.4.10 Obtaining the necessary approvals (i.e. superintendent of education and the chief fire official of the local fire department) where schools are to be used for sleeping accommodation for school events.
- 3.5 School use requests that result in the cancellation of a date on a fee paying rental contract must be made a minimum of one calendar month prior to the date(s) required. Every effort should be made to minimize the number and frequency of cancellations by as much advance planning as possible. Cancellation of a multiple event or repetitive permit will not be allowed.
- 3.6 Applicants shall be responsible for determining that the facilities are fit, safe and suitable for their permitted activity.

#### **4. Regulations**

- 4.1 Administration of Rental Contract
  - 4.1.1 Rental contracts will not be issued for use of facilities during and after school hours when the use interferes with regular school use as determined by the principal, in consultation with the permit office.
  - 4.1.2 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.
  - 4.1.3 The custodian is not authorized to permit the use of any facilities or equipment other than that indicated on the rental contract.
  - 4.1.4 No school will be used where a custodian is not available unless the principal in consultation with the superintendent of facility services assumes responsibility. The principal must sign the appropriate waiver with a copy forwarded to the permit office. Waivers are not available for weekend functions.
  - 4.1.5 Additional custodial service may be required, subject to availability of custodial staff. This service will be charged to the user in accordance with the rates for overtime as set out in the current facilities rate schedule.
  - 4.1.6 The board maintains the right to cancel or alter any rental contract and will provide seven days notification, if possible.
  - 4.1.7 The rental contract holder has no claim to compensation from the board for any loss, damages or expense resulting from such cancellation.
  - 4.1.8 The rental contract holder will confine their activity to the designated facilities as indicated on the contract, and associated corridors/washrooms.
  - 4.1.9 Community use groups may use the Education Centre through the issuance of rental contracts provided normal operations and the requirements of various system groups are not interrupted.



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- 4.1.10 Priority for use of school facilities by user group is as follows:
    - 4.1.10.1 School/board associated groups and activities
    - 4.1.10.2 Group A
    - 4.1.10.3 Group B
    - 4.1.10.4 Group C
  - 4.1.11 Long term user groups in good standing shall have priority over user groups applying on an occasional basis.
  - 4.1.12 The board will encourage Joint Use agreements for the outdoor use of facilities with municipalities.
  - 4.1.13 School days will be established in the Simcoe County District School Board's school year calendar and school hours are defined as being from 7:00 a.m. to 6:00 p.m. inclusive, for elementary schools and 7:00 a.m. to 7:00 p.m. inclusive, for secondary schools. School facilities, exclusive of fields, are normally available for community use after 6:00 p.m. for elementary schools and after 7:00 p.m. for secondary schools. The permit office has the authority to administer flexible times where appropriate.
  - 4.1.14 School facilities will be available for community use subject to the following:
    - 4.1.14.1 No rental contracts are available during Professional Activity Days, Winter Break, March Break, Easter Monday, statutory holidays and the summer period (except as described in 4.1.14.2), except for rental contracts to carry out religious services. (Municipal use may be allowed with fees as determined).
    - 4.1.14.2 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. Confirmation of summer permit requests will not be available until after June 15. Approvals will be dependent upon school availability which is limited in the summer period.
    - 4.1.14.3 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.
  - 4.1.15 The board must comply with the terms as set out in the Election Act for use by Federal, Provincial and Municipal governments that override all other uses.
  - 4.1.16 The board maintains the right to insist on appropriate security measures for any event, costs to be borne by the applicant. Proof of same must be provided to the permit office prior to the approval of the event.
  - 4.1.17 At the board's discretion separate permits may be required for repetitive bookings that involve more than one week night.



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4.2 Restrictions on Contract Holder

- 4.2.1 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.
- 4.2.2 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.
- 4.2.3 The board will not be responsible for any personal injury, damage, loss or theft of clothing/equipment of the user group.
- 4.2.4 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.
- 4.2.5 Subletting of space by the contract holder is not permitted.
- 4.2.6 Transferring of space by contract holders is not permitted.
- 4.2.7 Contract holders must familiarize themselves with all emergency exits. User groups are not to obstruct aisles, hallways or exits.
- 4.2.8 Smoking in school buildings or on school property is strictly prohibited.
- 4.2.9 The consumption and/or sale of alcoholic beverages on school premises are strictly prohibited.
- 4.2.10 The contract holder will ensure that all activities adhere to prevailing by-laws and that all necessary licenses, permits etc. are obtained.
- 4.2.11 No changes will be allowed to electrical services without the approval of the superintendent of facility services or his/her designate.
- 4.2.12 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.
- 4.2.13 The contract holder will be responsible for all charges incurred by the board as a result of improper use of fire or security alarms.
- 4.2.14 The contract holder requires approval from the permit office for permission to allow specified animals on board property.
- 4.2.15 The contract holder must obtain approval from the permit office if food or beverages will be brought into and/or consumed in the facilities.
- 4.2.16 Only non-marking rubber soled shoes shall be worn in gymnasiums for sport activities.
- 4.2.17 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.
- 4.2.18 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.



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## **5. Operating Procedures**

- 5.1 All applicants are required to obtain and complete the Application for the Use of School Facilities attached with supplementary documentation as required, including proof of insurance as set out in section 5.9 and 5.10.
- 5.2 Application forms may be obtained at all Simcoe County District School Board facilities and on the board website at [www.scdsb.on.ca](http://www.scdsb.on.ca) under schools, community use of facilities.
- 5.3 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.
- 5.4 All questions regarding rental contracts or use of schools should be directed to the permit office at the Education Centre, 1170 Hwy 26, Midhurst, ON L0L 1X0 (705) 728-7570 or (705) 729-2265, or, by facsimile (705) 728-6097.
- 5.5 All school facility bookings are processed through the education centre permit office, not through the individual schools.
- 5.6 The application forms will include a first and second choice of schools and times. An alteration fee may be applied, if times are changed.
- 5.7 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, construction and major renovation projects, two weeks prior to the school year commencing and during the first week of school. Special consideration may be given for school use events such as grade nine orientations, board in-services etc. Approval must be obtained from the superintendent of facility services through the permit office.
- 5.8 An applicant must be 18 years of age or older to obtain a permit.
- 5.9 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.
- 5.10 If an applicant is unable to provide liability insurance, the Simcoe County District School Board will arrange the required insurance, provided the applicant along with the rental contract fee pays the full cost of the insurance.



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- 5.11 When the application has been approved, the applicant will be invoiced. The fee (including the insurance fee if applicable) must be paid in full at least 10 working days prior to the event.
  - 5.12 A fee of \$25.00 dollars shall be charged for NSF cheques, and may result in the cancellation and/ or denial of further use of board facilities.
  - 5.13 Payments made by Visa will incur service charges.
  - 5.14 Collection agency fees may be added to overdue accounts where necessary.
  - 5.15 Where the cost of rental exceeds \$500.00, alternative payment options may be considered.
  - 5.16 Copies of the approved rental contract will be distributed to the applicant, the principal, the custodian, and the permit office will retain one copy.
  - 5.17 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. Exceptions may be made for long standing user groups in consultation with the principal and permit office.
  - 5.18 The permit office must be notified of cancellations and/or changes as soon as possible. Three alterations or cancellations per rental contract will be accommodated. An additional administration fee will be applied if any further alterations or cancellations are necessary and for every three alterations/cancellations after that. Cancellation and alteration fees will be applied as per the rate schedule.
  - 5.19 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.
  - 5.20 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 APM A3020. Refunds or rescheduling of cancelled events must be applied for within the school year.
  - 5.21 Where the contract holder cancels a permit due to inclement weather they must notify the permit office by the next business day in order to be entitled to a refund or rescheduling of the event. Same day notification is preferred; voice mail messages to the permit office are acceptable. The cancellation fee will be waived where the proper notification has been given. Rescheduling must be applied for within the school year. Failure to notify the permit office within these guidelines will result in the charge of a non-use of a booked facility fee.



- 5.22 If the board cancels a rental contract due to performance or damage issues, the refund will be calculated on a prorated basis less any damage costs incurred.
- 5.23 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.

## **6. Use of Grounds**

- 6.1 School grounds shall be made available for organized use by permit only during the following hours:
  - 6.1.1 Weekdays 6:30 p.m. to dusk.
  - 6.1.2 Weekends/Holidays 8:00 a.m. to dusk.
- 6.2 The school principal's approval is required for the use of school grounds prior to 6:30 p.m. on weekdays, during the school year.
- 6.3 Limitations on the use of school grounds shall be at the discretion of the board in areas where facilities are limited or where problems could arise because of extensive wear and tear on playing fields.
- 6.4 Fields/Diamonds will be considered unplayable if the following conditions exist:
  - 6.4.1 Ponding of water on the surface of the field/diamond;
  - 6.4.2 Water sponging up around one's feet when walking on the field/diamond;
  - 6.4.3 Weather conditions – lightning, thunderstorms.
- 6.5 If the conditions in section 6.4 occur, the field/diamond will be considered unplayable and the practice/game/activity cancelled or rescheduled. The board shall have the exclusive right to cancel any practice/game/activity booked due to wet field conditions.
- 6.6 If a user group arrives at a field/diamond and these conditions exist or if these conditions develop during the course of a practice/game/activity, they are not permitted to play on the field/diamond.



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- 6.7 If a user group ignores the unplayable conditions:
    - 6.7.1 The user group will be required to pay for all damages to the field/diamond arising from abuse to the field/diamond where deemed responsible;
    - 6.7.2 The user group could be held liable and responsible for accidents, or injuries incurred because of unsafe conditions;
    - 6.7.3 The user group may have their permit suspended, or revoked for any future use of a field/diamond.
  
  - 6.8 If a user group is unable to play due to wet field conditions they should notify the permit office by the next business day in order to receive a credit.
  
  - 6.9 The board will attempt to prepare fields for play by May 1, weather and field conditions permitting. Field bookings will not be permitted after October 31.
  
  - 6.10 All school grounds are booked for their intended use only as specified on the rental contract.
  
  - 6.11 Motorized vehicles shall not be permitted on school property except for approved parking in designated parking areas only.
  
  - 6.12 Any damage to the grounds as a result of the permitted use is to be reported promptly to the permit office.
  
  - 6.13 It is the responsibility of the user group to properly dispose of all litter at the end of the event. Clean up fees will be charged to groups where litter is left on site.
  
  - 6.14 There will be no access to the interior of the school building unless a permit has been obtained allowing for same.
  
  - 6.15 The facilities rate schedule for use of facilities and user group category definitions are attached as APPENDIX A.

**Approved**

June 25, 2002

**Revised**

August, 2002; September, 2005, February 2006, March 26, 2009,  
June 2010, October 2011

***Issued under the authority of the Director of Education***



**SCHEDULE A  
RATE SCHEDULES FOR USE OF FACILITIES**

**1. Definition of User Groups**

1.1 School/Board Associated Groups and Activities

- School Council and sub committee activities
- Student Council activities
- School board activities and programs
- School co-instructional and extra curricular activities
- School related functions such as retirements/reunions
- Trustee forums and meetings
- College and university groups supporting SCDSB activities
- Home and School Associations

1.2 Group A

- Community youth groups such as Scouts Canada and Girl Guides Canada
- Community house league youth groups such as “house league” soccer and baseball
- Representative youth athletic and sports groups♦
- Youth programs/groups provided by community church and religious groups
- Municipal youth classes and youth recreation uses (where a joint use agreement with the SCDSB exists)\*

(\*Where a joint use agreement does not exist the indoor facility usage rates are 25% of the Group C rates.) ♦Classified under Group A due to the CUS Program September 1, 2008

1.3 Group B

- Adult recreational, athletic and pick up sports
- Municipal adult classes and recreation uses (where a joint use agreement with the SCDSB exists)\*
- Ratepayer Associations
- Health Services such as St. John’s Ambulance/Canadian Blood Services

(\*Where a joint use agreement does not exist the indoor facility usage rates are 50% of the Group C rates.)

1.4 Group C

- Church and religious groups
- Political parties
- Federations and unions
- Theatrical, entertainment, concert, performance groups\*
- Commercial groups
- College and university groups

\*Indoor facilities charges permitted by registered not for profit charitable organizations conducting fundraising for charitable organizations are eliminated as part of the CUS Program September 1, 2008

**SCHEDULE A**  
**RATE SCHEDULES FOR USE OF FACILITIES**

**2. User Groups**

Category	Indoor Fee	Outdoor Fee	Admin Fee	Equipment Fee	Staff Assistance Charge
School/board Associated Groups	No	No	No	No	**
A	No◆	No◆	Yes	◆	Overtime
B	No◆	No◆	Yes	◆	Overtime
C	Yes	Yes	Yes	Yes	Yes

◆Gym equipment fee, volleyball nets and standards, table and chair fee waived for Group A and B. Other equipment fees as per schedule. CUS Program September 1, 2008

\*\*Overtime fees for staff assistance is applicable to school/board associated groups as required. Staff assistance charges, if any, for trustee forums and meetings, will be charged to board administration.

**3. Indoor Facilities Charges per Hour**

**(a) Elementary Schools**

Facility	WEEKDAYS					SAT/SUN/SUMMER HOLIDAYS**				
	A	CUSP-A ◆	B	CUSP-B ◆	C	A	CUSP-A ◆	B	CUSP-B ◆	C
Classroom /staff room*	\$2.00	\$0	\$4.00	\$0	\$ 8.00	\$2.25	\$0	\$ 4.50	\$0	\$ 9.00
Single gym	\$5.00	\$0	\$10.00	\$0	\$20.00	\$6.00	\$0	\$12.00	\$0	\$24.00
Library*	\$2.50	\$0	\$5.00	\$0	\$10.00	\$3.00	\$0	\$ 6.00	\$0	\$12.00

\* Require prior approval of school principal.

\*\* Minimum of 3 hours plus cost of staff assistance

◆CUS Program September 1, 2008



**SCHEDULE A  
RATE SCHEDULES FOR USE OF FACILITIES**

**(b) Secondary Schools**

Facility	WEEKDAYS					SAT/SUN/SUMMER HOLIDAYS**				
	A	CUSP-A ◆	B	CUSP-B ◆	C	A	CUSP-A ◆	B	CUSP-B ◆	C
Classroom staff room*	\$2.00	\$0	\$4.00	\$0	\$ 8.00	\$2.25	\$0	\$4.50	\$0	\$ 9.00
Library*	\$3.00	\$0	\$6.00	\$0	\$12.00	\$3.50	\$0	\$7.00	\$0	\$ 14.00
Lecture hall*	\$3.00	\$0	\$6.00	\$0	\$12.00	\$3.50	\$0	\$7.00	\$0	\$ 14.00
Cafeteria (no kitchen)	\$5.00	\$0	\$10.00	\$0	\$20.00	\$6.00	\$0	\$12.00	\$0	\$ 24.00
Single gym	\$5.00	\$0	\$10.00	\$0	\$20.00	\$6.00	\$0	\$12.00	\$0	\$ 24.00
Double gym	\$8.00	\$0	\$16.00	\$0	\$32.00	\$11.00	\$0	\$22.00	\$0	\$ 44.00
Triple gym	\$12.00	\$0	\$24.00	\$0	\$48.00	\$16.00	\$0	\$32.00	\$0	\$ 64.00
Auditorium** *	\$27.50	\$0	\$55.00	\$0	\$190.00	\$36.50	\$0	\$73.00	\$0	\$255.00
Little Theatre (no chair set up)	\$4.00	\$0	\$8.00	\$0	\$16.00	\$5.50	\$0	\$11.00	\$0	\$ 22.00
Little Theatre (performance – chair set up)	\$19.00	\$0	\$38.00	\$0	\$133.00	\$23.00	\$0	\$46.00	\$0	\$161.00

\* Require prior approval of school principal

\*\* Minimum of 3 hours plus cost of staff assistance

\*\*\* Fisher Auditorium, Barrie Central – Group C Set Up and Take Down rates are \$55.00 per hour for weekdays and \$73.00 per hour for weekends. ◆CUS Program September 1, 2008

**(c) Education Centre**

Facility	WEEKDAYS					SAT/SUN/SUMMER HOLIDAYS**				
	A	CUSP-A ◆	B	CUSP-B ◆	C	A	CUSP-A ◆	B	CUSP-B ◆	C
Meeting Room	\$10.00	\$0	\$10.00	\$0	\$20.00	\$11.00	\$0	\$11.00	\$0	\$22.00
Roy Edwards Meeting Room	\$24.00	\$0	\$24.00	\$0	\$48.00	\$25.50	\$0	\$25.50	\$0	\$51.00

\*\* Minimum of 3 hours plus cost of staff assistance

◆CUS Program September 1, 2008

**SCHEDULE A**  
**RATE SCHEDULES FOR USE OF FACILITIES**

**4. Outdoor Facilities Charges**

Recreational leagues using outdoor facilities (where reciprocal agreements with municipal recreation authorities are not in effect) will be charged \$10 per use to a maximum of \$50 per season to support maintenance of facilities. This cost will be reduced to \$0 for Group A and Group B users as part of the Community Use of Schools program. ♦

♦CUS Program September 1, 2008

**5. Staff Assistance – per hour**

	Monday to Friday Regular	Monday to Friday Overtime	Saturdays**	Sundays & Holidays**
Custodial Group A♦	N/A	\$16.50	\$16.50	\$22.00
Custodial Group B♦	N/A	\$16.50	\$16.50	\$22.00
Custodial	\$22.00	\$33.00	\$33.00	\$44.00
Student technician Group A♦	\$4.00	\$5.00	\$5.00	\$5.00
Student technician	\$9.60	\$10.25	\$10.25	\$10.25
Technician Group A♦	\$10.00	\$15.00	\$15.00	\$15.00
Technician	\$20.00	\$30.00	\$30.00	\$30.00
Electrician	\$52.00	\$78.00**	\$78.00	\$78.00

\*\* Minimum of 3 hours

♦CUS Program September 1, 2008

**6. Administration and Processing Fees**

**(a) Group A, B, & C**

	A	CUSP-A ♦	B	CUSP-B ♦	C
Single event permit	\$25.00	\$5.00	\$25.00	\$10.00	\$50.00
Multiple event (repetitive permit)	\$25.00	\$7.50	\$55.00	\$30.00	\$100.00
Cancellation	\$10.00	\$0	\$10.00	\$0	\$15.00
Alterations	\$10.00	\$5.00	\$10.00	\$10.00	\$15.00
Non-use of a booked facility*	\$10.00	\$5.00	\$10.00	\$10.00	\$15.00

\* Applicable rate for use of facility and equipment will be charged in addition to Non-use charge of a booked facility fee. Non-use is a penalty charge for not attending.

♦CUS Program September 1, 2008



**SCHEDULE A**  
**RATE SCHEDULES FOR USE OF FACILITIES**  
(GST is extra)

(b) Air conditioning requests will be accommodated on a full cost recovery basis.

**7. Equipment Charges**

(a) **General**

<b>Equipment</b>	<b>\$ per Use</b>	<b>Note</b>
Regular piano	\$40	Tuning extra
Grand piano	\$75	Tuning extra
Slide/overhead projector	\$15	Group A and B \$0
Computer supported projector	\$125	
Screen	\$5.00	Group A and B \$0
VCR/television	\$25	
Scoreboard	\$10	Group A and B \$0
Sound system (includes microphones)	\$100	
Lighting system	\$50	Technician may be required
Sale tables◆	\$10	Maximum of \$40 per day Group A and B \$0◆
Gym equipment ◆ (excluding volleyball nets and standards)	\$10	Group A and B \$0◆
Volleyball nets and standards◆	\$20	Group A and B \$0◆
Chairs◆	\$25 Per 100	Maximum of \$100 per day Group A and B \$0◆
Music Stands	\$10	Group A and B \$0
Floor Protective Coverings	\$10	Where available

◆CUS Program September 1, 2008

Other instructional equipment (e.g. computer labs, technology classroom equipment) may be used with prior approval of the principal. Equipment availability varies with facility, with the approval of the principal. All equipment charges will be determined in each case by the permit office in consultation with the principal. Innisdale Little Theatre sound and lighting charges are as listed above.

**(b) Fisher Auditorium Equipment Charges, Sound System Equipment**

Rental of Auditorium includes podium set-up with podium microphone.

<b>Sound System Equipment</b>	<b>Rate/day</b>
SET UP DAY ONLY for Sound System (If Applicable)	\$50.00
Use of in-house sound system includes: <ul style="list-style-type: none"> <li>• 4 ceiling mounted speaker with 2800 Watts of power</li> <li>• 24 channel Allen Heath mixing board</li> <li>• 2 equalizers</li> </ul>	\$250.00
Microphones <ul style="list-style-type: none"> <li>• Vocal microphones Sienheisres with cables</li> </ul>	\$10.00 each
Additional cables (XLR)	\$5.00 each
Monitor	\$20.00 each
Intercom headsets	\$30.00 each
CD Player (2 disc)	\$25.00

**(c) Fisher Auditorium Equipment Charges, Lighting System Equipment**

Rental of Auditorium includes:

- House lights operating with master on/off control or dimming for the audience section
- Fluorescent lighting for stage area, controlled with switches on stage
- Lighting on podium (2 lights)

<b>Lighting System Equipment</b>	<b>Rate/day</b>
SET UP DAY ONLY for Lighting System (If Applicable)	\$50.00
Control <ul style="list-style-type: none"> <li>• 72 channel Strand LBX board</li> <li>• 4 Strand CD80 dimmer packs</li> <li>• Up to 30 Parcans</li> <li>• Up to 4 Source Four Ellipsoidal</li> <li>• Up to 6 scoops</li> <li>• White lighting only (gels to be supplied by permit group)</li> </ul>	\$250.00
Follow spot: 1 Midget (requires a third student technician at an additional hourly rate)	\$30.00

**(d) Fisher Auditorium Miscellaneous Equipment Charges**

<b>Miscellaneous Equipment</b>	<b>Rate/day</b>
Extra-large powered projection screen (12' x 20')	\$50.00
Projector	\$150.00
Risers (4' lengths)	\$10.00 each
Additional power: 100 AMPS available (requires SCDSB certified Electrician for connection)	Rate may vary