

DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD
PERMIT FOR USE OF SCHOOLS

SCHOOL REQUIRED: 1st choice _____ 2nd choice _____

Day Required - Mon, Tues, Wed, Thurs, Fri, Sat, Sun

Dates Required: Starting _____ Ending _____ Times: From _____ am/pm To _____ am/pm

Name of Organization: _____

Person Responsible: _____ Day Telephone: _____ Evening Telephone: _____

Mailing Address: Street Name: _____ City: _____ Postal Code: _____

E-Mail Address: _____

Alternate Contact: _____ Day Telephone: _____ Evening Telephone: _____

Type of Function: _____

Special Requirements: _____ Number of participants: _____

Space Required (✓): Gym Change Rooms Cafeteria Classroom Resource Centre Washrooms Field
Other Rooms: _____

Equipment Required (✓): () Tables # _____ () Chairs # _____ () Desks # _____ () Other _____

Custodial Set Up Required Group Set Up Required

Non Profit # _____ Age of Group: 4-10 years 11 – 15 years 16 – 18 years 19 – 65 years seniors

Custodian Required (✓): For Entire Length of Permit () Custodian Required to Open and Close facilities only ()
Group Responsible for own Clean up ()

****The Dufferin-Peel Catholic District School Board requires proof of insurance with the Board added as an additional insured for \$2,000,000. Cost of insurance will be included on your permit if proof of insurance is not provided at time of processing. ****
We will provide Proof of Insurance We will purchase insurance through the Board

Will There Be Alcohol Present At The Event? Yes No

Alcohol Liability Insurance will be required for any event selling or serving alcohol.
We will provide Proof of Insurance

Please Note: Administration Fees are Non Refundable Once Permit is processed and Subsequent Changes or cancellation are Subject to a \$10.00 Fee. All cancellations must be made a minimum of 48 hours prior to event. **Weekend events must be cancelled by Wednesday.

****Payment of all permit fees must be made prior to permit start date. Please make payments by cheque payable to the Dufferin-Peel Catholic District School Board or by Visa or Master Card. Payment may be made to the Permits Department at the address listed below. ****

A COPY OF THE PROCESSED PERMIT MUST BE IN YOUR POSSESSION AT ALL TIMES WHILE ON SCHOOL PROPERTY AND EITHER THE PERSON RESPONSIBLE OR THE ALTERNATE CONTACT NAMED MUST BE PERSONALLY PRESENT AND IDENTIFIABLE BY VALID PHOTO IDENTIFICATION ACCEPTABLE TO THE BOARD OR ACCESS TO THE SCHOOL PREMISES WILL BE DENIED.

Personal information contained on this form is collected under the legal authority of the Education Act, R.S.O. 1990, c. E.2 and Regulations, as amended. The information will be used for the sole purpose of allocating facility space to individuals and organizations. Questions regarding the collection of this information should be directed to Laura Iaboni, Permits Officer, 5685 Keaton Crescent, Mississauga, Ontario L5R 3H5, Tel: 905-890-0708 x23251 fax: 905-890-8001, e-mail: laura.iaboni@dpcdsb.org

I acknowledge that I am and adult over 18 years of age and I am legally able to sign this contract. Yes No

I acknowledge that I have read and will observe the Rules and Regulations (see back of Permit). I assume full responsibility for damage incurred to school property or equipment and also realize we use the facilities at our own risk in case of accident. I realize that any fee billing for this permit will be calculated on actual use and extra custodial time that may be required may well vary from the estimate.

Signature of Applicant: _____ Date: _____

DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD, 5685 KEATON CRESCENT MISSISSAUGA, ONTARIO L5R 3H5
ATTN: PERMITS DEPARTMENT – TEL: (905)890-0708 - FAX: (905) 890-8001
Joanne Chuckryk x 23253 (North Schools) or Nimi Dharani x 23254 (South Schools)

SEE RULES AND CONDITIONS ON REVERSE SIDE OF PERMIT

DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD
GENERAL RULES AND CONDITIONS ON COMMUNITY USE OF SCHOOLS

a) **Applications**

All applications for the use of school facilities including actual in-school use must be made on the application form and approved by the Board and available at the school office and Permit Office. All requests should be made two weeks prior to the requirement. The application form must include all facilities and equipment that shall be required (piano, P.A. system, projector, screen, stage lighting, etc.) and forwarded to the Permits Officer. All permits which are pursuant to such applications are non-transferable and non-assignable and are only valid by the Organization named in the Permit and only when either the Person Responsible of the Alternate Contact are personally present and identifiable by a valid photo identification acceptable by the Board.

b) **Supervision**

- (i) School dances shall be supervised by school staff and/or parental groups.
- (ii) Youth dances not sponsored by the local school or school-related groups must be provided with parental or other supervision. These groups are required to employ one or more "duty officers" from the Regional Police Department as stipulated by the Board's Administrators.
- (iii) For events where an LLBO permit is issued to the user groups for the sale or service of alcoholic beverages, one or more off-duty officers from the Regional Police Department shall be employed. Alcohol Liability Insurance will be required for any event using alcohol. When deemed necessary by the Board, permission to apply for an LLBO permit must be given by the Permits Officer.
- (iv) All applicants must be adults ages 18 years of age or older.

c) The applicant may not use the school facilities until the permit is received from the office of the Permits Officer.

d) Boys and girls must be supervised at all times and must not enter the school prior to the arrival of the leader and/or instructor.

e) The hours stated for use on the permit will be the actual time the building may be occupied. An extra charge will be levied for coverage.

f) Activities must be confined to the areas allotted to the user on the permit.

g) Except for dances and regular meetings, running shoes must be worn in the gymnasium.

h) School property and facilities must not be disturbed in any way.

i) Any damage to school property or facilities shall be reported to the Permits Officer by (1) Custodian if on duty; (2) group leader when no custodian present, or (3) principal.

j) Functions may not be held on holidays without consent of Plant Operations Supervisor.

k) No storage space of equipment is available.

l) No use of classrooms or other space is permitted without the principal's consent.

m) In consideration of the issuance of a permit by the Board to the applicant, the applicant hereby agrees, as a condition to the issuance of such permit, to indemnify and save harmless the Board, its directors, trustees, members, officers, employees, agents, successors and assigns from and against any and all claims, demands, liabilities, losses, costs, damages, actions and causes of action including, without limitation, personal injury and death, by whomsoever made, sustained, brought or prosecuted in any manner resulting from any person or property of such person being on Board premises as a result of the issuance of a permit hereunder.

n) Board employees only, may adjust mechanical equipment such as but not limited to thermostats, fans, etc.

o) **Equipment**

No school equipment of any kind will be made available to any group without prior consent of the Board and principal concerned.

i) School film projectors may be available for \$25.00 provided same is operated by a Board employee.

ii) Public address system and special stage lighting must be operated by a Board employee.

iii) Pianos may not be moved from one level to another -i.e., from floor level to stage.

p) **Special Conditions**

i) School oriented groups will have priority over outside groups. Applications must be received a minimum of 2 weeks prior to the date required.

ii) In some instances Board, school, parish activities will require the cancellation of regular permit holders. In these cases two weeks notice must be given to the Permits Officer.

iii) During July and August permits may be cancelled if major maintenance is contemplated or in progress. No activities will be allowed during the two weeks prior to school opening.

iv) The applicant assumes financial responsibility for any/all damages to school property as well as the conduct and supervision of all persons under their charge.

v) Groups must provide notice of permit cancellation a minimum of 48 hours prior to event.

ACTIVITIES NOT APPROVED BY DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD

a) Any activity that may be incompatible with the mandate of the Board or which may violate the canons of good morals, manners, or taste, or may be potentially injurious to the building, grounds and equipment.

b) Any form of gambling which is contrary to municipal, provincial or federal laws.

c) Any activity which is in direct competition with private enterprise in the community.

d) **REGULATIONS**

6.70.1 SMOKE-FREE ENVIRONMENT

1) No smoking will be permitted in Board buildings, vehicles or on Board property.

2) The Principal will ensure that "NO SMOKING" signs are prominently displayed in areas that are normally used by the public.

3) Any public group that contravenes the policy of a Smoke-Free Environment will have their School Use Permit rescinded.

INSURANCE

The Board requires proof of insurance with the Board added as an additional:

- Coverage in a minimum amount of \$2,000,000 is required and the Board shall be named as an additional insured
- Cross-liability clause protecting the Board against claims by the users as if the Board were separately insured, and protecting the users against claims by the Board as if the users were separately insured.
- Where there is ongoing continuous use, the insurance will contain a clause that it will not be cancelled or changed without the Board first having received not less than 30 days written notice of such cancellation or change.

Cost of Insurance will be included on the permit if proof of Insurance has not been provided at time of processing.

CONCLUSION

The interpretation and administration of these regulations is the responsibility of the Business Officers of Dufferin-Peel Catholic District School Board. It is the prerogative of Dufferin-Peel Catholic District School Board to refuse or cancel the use of its facilities to any person or group.