

# Halton District School Board

## *Operational Policy*

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<b>NUMBER:</b>	<i>to be determined</i>
<b>TOPIC:</b>	<b>Use of Schools by All Organizations</b>
<b>EFFECTIVE:</b>	<b>Date</b>
<b>CROSS-REFERENCE:</b>	<b>ie: Education Act / Regulations, etc.</b>
<b>REVISION DATE:</b>	<b>Annually or another date as required</b>
<b>RESPONSIBILITY:</b>	<b>Superintendent of Facility Services</b>

WHEREAS the Halton District School Board recognizes the appropriateness of school facilities for some community activities, and recognizes the desirability of fostering co-operation with community organizations, and recognizes a certain commitment to the community regarding the use of school facilities, therefore the Board will make its facilities available under the following conditions:

1. There shall be no interference with or disruption to the education program since school activities shall override all other uses by outside groups. The Board reserves the right to cancel any use without prior notice. However, when possible, 7 days notice of cancellation will be given.
2. Where the Board's energy management procedure is modified to heat a facility for approved use, such added energy cost will be absorbed by the user.
3. A caretaker or alternate person acceptable to the Board must be on duty in the facility when in use during which time, attention to the care and preservation of the facility must be given by the user.
4. Persons or groups using the Board facilities assume full responsibility for the proper supervision of any activities they conduct therein and are solely responsible for claims arising out of improper supervision and further, agree to indemnify and save harmless the Board from all claims arising therefrom.
- 5)
  - a) All rental rates to be calculated in accordance with approved schedule of rates.
  - b) The rates calculated in (a) above be adjusted by the rental factor in accordance with an approved category structure.
- 6)
  - a) The categorization of requests for use of Board facilities shall be the responsibility of the Superintendent of Business Services or his designate.
  - b) Any appeal for the use of facilities or to a category placement must be made in writing to the Property Committee for decision.
7. Seasonal rental applications may be considered for special rental rates.

8. The following schools shall be "Designated Schools" as it relates to the approval of a Rental Agreement involving the use of alcoholic beverages:

Queen Elizabeth Park School	Limehouse Public School
General Wolfe High School	Pineview Public School
Falgarwood High School	Acton District High School
Milton District High School	Abbey Lane Public School
Brookville Public School	Burlington Central High School
Percy Merry Public School	Lester B. Pearson High School
Georgetown District High School	Kilbride High School

However, liquor licensed events may be held at all schools which are holding their own anniversary functions in multiples of 25 years.

9. Persons at least 21 years of age may sign a Rental Agreement, including those under the Board/Municipal Reciprocal Agreement, must make separate and direct application to the Board to rent premises in accordance with the Board's rental schedule. Rentals involving the use of liquor are limited to local community groups.
10. No alcoholic beverages will be allowed when there is any student function or when regular day school students are present in the school.
11. No substitutions can be made on the designated sites specific listed buildings without the approval of the Board.
12. Alcoholic beverages shall be allowed in strict accordance with Board policy and Liquor Licensing Regulations for the Province of Ontario.
13. All arrangements for use of facilities and for payments to caretakers are to be made through the Board or its designate.
14. As it relates to this policy, all applications and rentals are subject to "The Administrative Procedures" of the Board regarding the use of schools.