



- before the Break, through to the first day of classes after the Break);
- v Easter (commencing at 4:00 p.m. on the Thursday before Easter);
- vi Board scheduled Professional -Development days;
- vii Parent/teacher



- 4.5 Permit holders are required to provide proof of General Liability Insurance for an amount not less than \$2,000,000 per occurrence, naming the Greater Essex County District School Board as an additional insured. Insurance coverage may be available for purchase during the permit application process. Community User Group Insurance is available to those informal groups who do not have access to liability insurance from other sources. This coverage does not apply to those organizations, groups or businesses that already have or should have insurance in place for their operations and activities.
- 4.6 All groups must abide by the rules and regulations established by the Greater Essex County District School Board for rental permit holders. Any failure to adhere to these rules and regulations will result in the cancellation of the permit to the rental group and the assessment of all costs for damage or extra services needed.
- 4.7 Exclusive use, as defined for gyms and other indoor facilities as three (3) evenings per week in one location, or over 50% of the available time slots, is not permitted except in the case where there is a limited number of applicants. Exclusive use, defined for outdoor space as three (3) weekdays in one location or over 50% of the available weekdays, is not permitted except in the case where there is a limited number of applicants.
- 4.8 It is the responsibility of the rental group to notify the Rental Office three (3) business days in advance if they will not be using a booked facility. Failure to provide a minimum of 3 days' notice may result in the rental group having to pay the rental fees, custodial overtime fee or other fees as applicable.
- 4.9 Alternate (lieu) dates or credits may not be provided for rentals cancelled due to inclement weather.
- 4.10 Permit holders are expected to show up for each booking on their permit. Repeated failure to show up will result in the permit being cancelled and the time slot being made available to others.
- 5.0 FEES FO-2.1ni-8.4 (d)-19 (r)-5.9 (e)10.5 (d3 (an)-11(r)-0.5 (di)13.5 (( R)2.4 (e)-11.3 (p)11.4 (s)-2.1 qdC-de)-11.3

rental fees are due prior to the first booking. If paying by certified cheque or money order, refunds for cancelled dates will be issued at the end of the school year.

5.4 Permit fees include:

5.4.1 A non-refundable processing fee for community use of schools is required for each rental permit issued, by location. The processing fee may be refunded if a facility becomes unavailable prior to the first booking.

5.4.2 Amendment Fee - If after a permit has been submitted and the group wishes to amend the permit, an amendment fee may be charged.

5.4.3 NSF Fee - If a cheque is returned as Non-Sufficient Funds (NSF) or if a credit card payment is declined, a fee will be charged.

5.4.4 Custodial Overtime – When custodial overtime is required, the hourly fee will be added. Note: All times where a custodian is not scheduled for an indoor rental, additional custodial overtime fees will be charged for at least the booking time plus one (1) hour.

5.4.5 Liability Insurance – When available and requested, the cost of Liability Insurance will be added.

5.5.5 Security Fees – When required, the cost of security will be added.

5.5.6 – Other – Other fees will be added as applicable (e.g. stadium lighting, air conditioning, vandalism, repairs, additional clean-up). Air conditioning requests will be accommodated on a full cost-recovery basis, where possible. Any and all costs incurred for clean-up / vandalism / loss shall be cared to the rental permit holder.

5.6 A refundable security deposit may be required with each new application.

5.7 Artificial turf and / or track rentals will be subject to security fees for the cost of stationing a security guard at the facility during use.

5.8 Security fees may be added for large events.

5.9 Permit Group Classification – The Rental Office will apply one of the following group classifications to a permit, based on the organization / individual holding the permit and the associated activity on the permit.

GROUP CLASSIFICATIONS	
CLASSIFICATION	DESCRIPTION
A	<p>All programs and inter-related activities operated or sponsored by the School/Board. Includes Board sports associations (e.g. WECSSAA).</p> <p>No charge, no custodial or security deposit.</p>
B	<p>School based education parent groups including school councils and home and school associations as determined by the school principal. Board non-credit continuing education courses.</p> <p>Municipal or municipally associated tax supported groups for the purposes of community meetings. No charge, 40% discount to custodial fees.</p>
C	<p><u>Youth Registered Charitable Organizations</u></p> <p>For people under the age of 18 or under the age of 28 if participants have a disability. Excludes tournaments.</p> <p>Organization must have a Revenue Canada Charitable Organization number.</p> <p>92% discount to rental fees.</p>
D	<p><u>Youth Not-for-profit</u></p> <p>For people under the age of 18 or under the age of 28 if participants have a disability. Note – category is for youth programming only. Mixed programming is considered Group E.</p> <p>65% discount to rental fees.</p>
E	<p>Other not-for-profit</p> <p>Other not-for-profit groups or individuals including adult recreating, individuals, tournaments, local service clubs, senior groups, etc. as determined by the Board.</p> <p>Not-for-profit senior groups.</p> <p>40% discount to rental fees.</p>
F	<p>For-Profit</p> <p>Activities sponsored by a for-profit group or individual.</p> <p>Full rental fees plus security deposit plus cost of custodian or security, if applicable.</p> <p>No discounts applicable.</p>

6.0 DUTIES AND RESPONSIBILITIES

**SCHEDULE A: Rules and Regulations for permit holders**

With the acceptance of this permit, the renter agrees to abide by the rules and regulations included in the Community Use of Schools Policy/Regulation, the Hold Harmless Agreement, and within this permit. These documents as well as relevant Board Policies and Regulations can be found on the Boards website. If you do not accept the rules and regulations, contact the Rental Department prior to cancel this permit. Failure to adhere to the rules and regulations may result in cancellation of the permit.

**SUPERVISION:** Participants must be under the direct supervision of adults (18+) at all times. Supervising adult(s) must have a copy of the approved permit.

**START & STOP TIMES:** Doors will be unlocked fifteen (15) minutes prior to the start time and locked fifteen (15) minutes after the start time. Doors to remain closed. Renter to provide door monitor. The finish time indicated on the permit is when all participants must be out of the school.

**USE OF FACILITIES:** adutdr( Rsmits musn(u)10.p (s ( under)4.9 a9 (.).4.2 ( )11.3 (The ))2.6 (l7 (ent)-6.7 (er)4Gi.(td





FEES: Extra fees may be applicable for amendments made to the permit, NSF cheques, declined credit cards, custodial overtime, lighting, technicians, security, vandalism, energy, clean up, etc.



