



Community Use of Schools: A Guide for the Rental of School Facilities

Community Use of Schools is an initiative that supports access to school space outside of school hours for not-for-profit community groups.

RATE SCHEDULE

Fees for the use of facilities are based on the type of organization. Organizations are categorized as follows:

Category #1 - Exempt from Paying Fees

- Activities of the Board
- Meetings or activities sponsored by the Catholic Parent/Teacher Association and/or School Advisory Council
- General meetings or activities of Community Health Associations
- Not-for-profit organizations involving youth, i.e., Boy Scouts, Cubs, Guides, Brownies, 4-H Clubs, Junior Farmers' Clubs
- Meetings/social functions of Catholic church-associated groups, i.e., Parish Councils, Catholic Womens' League, Catholic Youth Organization, Knights of Columbus
- Meetings of recognized Community Service Clubs

Category #2 - Fees are Paid on a Cost Recovery Basis

- Adult activity and recreational groups sponsored by other than recognized community recreational commission, i.e., dance or drama groups, choirs, cultural organizations
- Community functions sponsored by local community recreational commissions
- Industrial or business athletic groups and leagues for purposes authorized by the school principal
- Concerts and other functions sponsored by service clubs and other local non-profit organizations where an admission fee is charged to help defray expenses and/or for charitable work in the community, as authorized by the school principal

Category #3 - Commercial Enterprises

- All other groups not included in Category #1 or Category #2
- Commercial enterprises
- Private individuals

RENTAL FEES

Rental fees are in addition to costs for cleaning, caretaking, set-up time, etc. and are subject to G.S.T. The fees for each category are listed below:

RENTAL AREA	CATEGORY		
	1	2	3 Hourly Rate
ELEMENTARY SCHOOL			
Classroom	Nil	Nil	\$20
General Purpose Room or Gymnasium	Nil	Nil	\$40
Library	Nil	Nil	\$40
SECONDARY SCHOOL			
Gymnasium	Nil	Nil	\$60
Cafetorium	Nil	Nil	\$45
Classroom/Stage	Nil	Nil	\$20
Lecture Hall	Nil	Nil	\$40

FOR INFORMATION ON USE OF FACILITIES FOR MULTIPLE EVENTS AND FOR BANQUETS, WEDDINGS, ETC., PLEASE SEE THE COMMUNITY USE OF SCHOOLS POLICY ON THE BOARD'S WEBSITE

SCHOOLS AND ADMINISTRATIVE FACILITIES WITH AVAILABLE SPACE

Facilities can be rented by contacting the principal/administrator at each of the following schools and administrative locations:

Brant County

Blessed Sacrament	185 King Street West	Burford	Don Backus	519-449-2984
Holy Family	20 Sunset Drive	Paris	Neil Chopp	519-442-5333
Sacred Heart	50 Main Street	Paris	Neil Chopp	519-442-4443
St. Anthony Daniel	85 Bishopgate Road	Scotland	Don Backus	519-446-2712

Brantford

Assumption College	257 Shellard Lane	Brantford	Rob Campbell	519-751-2030
Catholic Education Centre	322 Fairview Drive	Brantford	Linda Luciani	519-756-6369
Christ the King	165 Dufferin Avenue	Brantford	Betty Anne Ryan	519-759-4211
Fatima Resource Centre	344 Erie Avenue	Brantford	Terre Slaght	519-759-8862
Holy Cross	358 Marlborough Street	Brantford	Jim Harder	519-756-5032
Our Lady of Fatima	120 Ninth Avenue	Brantford	Jim Hoo	519-753-5283
Our Lady of Providence	55 Kent Road	Brantford	Phil Thomlison	519-758-5056
St. Bernard	65 Sky Acres Drive	Brantford	Mark Watson	519-756-5751
St. Gabriel	14 Flanders Drive	Brantford	Louis Yacobucci	519-756-4706
St. Jean de Brébeuf	159 Mary Street	Brantford	Annette Finnie	519-756-7100
St. John's College	80 Paris Road	Brantford	Dina Dalia	519-759-2318
St. Leo	233 Memorial Drive	Brantford	Dalia Sciuillo	519-759-3314
St. Mary	455 Colborne Street	Brantford	Rob Santilli	519-753-0552
St. Patrick	320 Fairview Drive	Brantford	Tom Grice	519-759-0380
St. Peter	175 Glenwood Drive	Brantford	Orazio Caltagirone	519-752-1611
St. Pius X	127 Wood Street	Brantford	Angela Giumelli	519-753-8953
St. Theresa	12 Dalewood Avenue	Brantford	Leslie Telfer	519-753-8953

Haldimand County

Notre Dame	35 Braemar Avenue	Caledonia	Joe DiFrancesco	905-765-0649
St. Mary's	3028 Concession 12 Walpole	Hagersville	Mary Leonard	905-768-5151
St. Michael's	209 Alder Street West	Dunnville	Carol Ryerse	905-774-6052
St. Patrick's	81 Orkney Street East	Caledonia	Anna Fortunato	905-765-4626
St. Stephen's	17 Brant Street West	Cayuga	Mary Leonard	905-772-3863

Norfolk County

Holy Trinity	128 Evergreen Hill Road	Simcoe	John Burroughs	519-429-3600
Our Lady of Fatima	120 Talbot Road	Courtland	John Luciani	519-688-0049
Our Lady of LaSalette	71 Regional Road 67	LaSalette	John Luciani	519-582-0895
Sacred Heart	26 Albert Street	Langton	Zoltan Rapai	519-875-2556
St. Bernard of Clairvaux	250 Washington Street	Waterford	Craig Colbert	519-443-8607
St. Cecilia's	3 Lynn Park Avenue	Port Dover	Michael Brick	519-583-0231
St. Frances Cabrini	373 Northern Avenue	Delhi	Dale Petruka Schoffro	519-582-2470
St. Joseph's	34 Potts Road	Simcoe	Anne Evanoff	519-426-0820
St. Michael's	972 Regional Road 3	Walsh	Michael Brick	519-426-5462

RULES GOVERNING THE USE OF SCHOOL/ADMINISTRATIVE PROPERTIES

GENERAL

Below are detailed rules governing the use of all school facilities by community groups. Compliance with these rules will be monitored by Board personnel.

FAILURE TO COMPLY WITH ANY OF THE RULES WILL RESULT IN IMMEDIATE CANCELLATION OF THIS CONTRACT BY THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD.

RESERVATIONS

1. Schools/administrative facilities shall have first claim to the use of their respective buildings at all times and any agreement made with an outside organization will be contingent on the needs of the programs of the various schools/administrative facilities **and such agreements may be terminated or altered at any time.**
2. All use of schools/administrative facilities by outside groups shall be automatically canceled when schools/administrative facilities are closed due to inclement weather, strikes or any other cause beyond the control of the Board.

USE OF FACILITY AND APPLICABLE CHARGES

1. **ADEQUATE ADULT SUPERVISION** (Adult is 21 years of age or older) must accompany all rental groups. This supervisor must be with the group at all times during the rental time period. It is the responsibility of the supervisor to ensure that the participants remain within the designated rental area, that damage to the building and grounds does not occur and that all group participants leave the school on or before the ending time of the rental permit. Board personnel will monitor all groups to ensure adequate supervision is maintained. When groups are renting multiple facility space, there must be a supervisor in charge of each area; i.e., when many classrooms are used, there must be a supervisor for each classroom. Youth group members must not enter the school before the supervisor arrives.
2. Rubber-soled shoes must be worn at all times in the gymnasium or auditorium for all sports activities. Floor hockey, ball hockey and indoor soccer are not permitted.
3. Rental Charges on this Agreement do not include the use of school equipment other than volleyball standards and basketball nets. Sporting equipment such as volleyball nets, balls, floor mats, scoreboard, etc. are not included as part of the Rental Agreement. Sound and audio visual equipment are not included as part of the Rental Agreement. These items may be arranged directly with the school and an additional charge may apply.
4. The use of building or grounds must be confined to the hours specified by the applicant. Each rental group will inspect the rental facility with the Principal, Vice-Principal or Caretaker before and after the event. Any damage, problems during the event, extended time and additional hours for set-up/clean-up will be noted on this report. Any additional costs will be assessed to the Permit Holder. **NOTE: Overtime charges are subject to change without notice. The facility must be left in the same condition the group received it for use.**
5. The Board will seek full restitution for **any damage** done to its buildings or grounds by the rental group.
6. Permit fees shall be paid directly to the school/administrative facility or Facilities Department of the Board. Cheques are made payable to the Brant Haldimand Norfolk Catholic District School Board. Permits will be held until payment is received. Fees for short-term permits (one month or less) shall be paid in full. Fees for long-term permits (more than one month) can be paid in advance with equal monthly installments beginning the 1st of every month. Once payment is received, the permit will be released to the organization. Any bank charges will be the responsibility of the group.
7. In default of payment or non-compliance with any conditions for use of facilities, as specified above, the accommodation will not be available.

8. Groups who cancel a permit must inform the school/administrative facility or the Facilities Department, in writing, seven days before the event. There will be a cancellation fee of \$25 if notice is less than seven days. The cancellation fee will be deducted from the amount of the refund. Organizations who alter the permit will be granted one free alteration to the permit. There will be a \$10 processing fee for each subsequent alteration.

LIABILITY AND INSURANCE

The rental organization agrees to the following:

1. To assume full responsibility for the acts and conduct of all persons admitted to the premises.
2. To release the Board from any and all liability to any person for any loss, damage, or injury to any persons or property incurred in or upon the premises.
3. To supply and provide proof of insurance. Organizations shall request a Certificate of Insurance from their insurance broker for General Liability Insurance in the amount of \$2 million, naming the "Brant Haldimand Norfolk Catholic District School Board" as an additional insured on the policy. The Board will purchase insurance for groups who are unable to provide a Certificate of Insurance. The cost of insurance will be reflected in the permit.
4. During the use and occupation of the premises, the Permit Holder shall indemnify and save harmless the Brant Haldimand Norfolk Catholic District School Board from and against any and all liability whatsoever resulting from injury or damage to person, persons or property as a result of the use and occupation of the premises.
5. To supply and provide proof of a Liquor License and Party Alcohol Insurance (PAL) if alcohol will be served.

MISCELLANEOUS

1. The Principal, Vice-Principal or Caretaker of the building will normally be on duty during the hours of possession by the group or a designate may be appointed by the Principal.
2. Permits are not assigned or transferable.
3. Arrangement must be made through the school/administrative facility for use of any equipment, such as tables/chairs, at least five days prior to occupancy.
4. No food or drink is to be served or consumed in the foyer or taken into auditoriums and gymnasiums. Alcoholic beverages will not be permitted in buildings or on the grounds without prior approval of the Director of Education.
5. There must be **NO SMOKING** in any part of the school/administrative facility or on school/administrative property as such is law according to Bill 119, subsection 9 and also the Insurance Schedule of the Board.
6. All tables, chairs, dishes and other equipment brought into the school/administrative facility by the rental group shall be removed promptly after the permit activity.
7. Vehicle parking is permitted only in designated parking areas.

FIRE PREVENTION

1. All scenery, special effects, props, etc. must be approved by the Principal at least 24 hours prior to presentation or dress rehearsal. Use of pyrotechnics, smoke machines and dry ice is strictly forbidden.
2. The seating capacity in the auditorium, gymnasium, cafeteria must not exceed the Fire Department's limit indicated on the capacity listings posted in these facilities.
3. In compliance with Fire Regulation, immediately on the sounding of the fire alarm, the house lights will be turned on and the audience will be requested to leave by the nearest exit. Only when the fire is brought under control or it is determined that it is a false alarm by the Fire Department, will the audience be allowed to re-enter the auditorium.

CONTACT INFORMATION

Community groups can rent school and administrative facilities by contacting the principal/administrator at each of the schools and administrative locations listed above or by contacting:

Linda Luciani
Executive Assistant, Corporate Services
Brant Haldimand Norfolk Catholic District School Board
322 Fairview Drive, P.O. Box 217
Brantford ON N3T 5M8

Telephone: (519) 756-6505, Extension 272
Fax: (519) 756-1012
Email: lluciani@bhncdsb.edu.on.ca