

Rules and Regulations

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Rental Application Regulations

- Rental applications must be submitted a minimum of **two weeks** prior to the requested use date(s). The permit office will not guarantee approval of any permits that are submitted less than two weeks before the permit start date.
- Any event with 100+ or more participants must submit their permit a **minimum of one month in advance**.
- Any permits for overnight school run functions (i.e. 30 Hour Famine) must be submitted a minimum of **12 weeks** in advance. See [Overnight Sleeping Accommodations](#) regulations.
- Applicants must be at least 21 years of age for a rental permit.
- School facilities are not available to private groups for personal activities such as wedding dances, receptions, private parties or other privately sponsored activities.
- School facilities should not be used in any manner contrary to the Ministry of Education rules and regulations.
- When a school is closed due to inclement weather or other causes beyond the control of the RCDSB, community use will be cancelled. The rental office will notify any affected groups electronically.
- Assignment or subletting of the permitted premises to a third party is prohibited and is grounds for immediate permit cancellation.
- Permit holders must be able to provide a copy of the approved permit at each event. Persons unable to produce the permit (electronic or hardcopy) may have entrance to school facilities delayed pending verification by an RCDSB representative.
- An RCDSB custodian or qualified designate, familiar with emergency and security procedures, must be on site for all activities. He/she is on duty for the care and protection of school property, not as a supervisor of an activity in progress.

Liability and Insurance Requirements

If you have your own general liability insurance coverage, you must have the name of the insurance company, policy number and expiration date before entering your permit.

All groups must submit proof of comprehensive general liability insurance when applying to rent a school facility by submitting a Certificate of Insurance naming the Renfrew County District School Board as an additional insured for an amount not less than \$2 million. The insurance policy must cover the activities of the authorized user, and the activities of any other person for whom the party is responsible. **Groups that do not submit proof of liability insurance a minimum of one week before their start date will have the cost of insurance added to their permit invoice. It is the users responsibility to amend permit start dates prior to the one week deadline, if they are waiting for insurance.** Insurance purchased through the Board's provider will

not be refunded in the event of a cancelled permit, as per the providers policy. In the event of a claim, all groups are responsible for the deductible amount.

Responsibilities

The following responsibilities govern the use of all Renfrew County District School Board (RCDSB) facilities. Failure to comply with these responsibilities will result in immediate permit cancellation at no cost or liability to the RCDSB.

The permit holder is responsible for the conduct and supervision of all persons admitted to school buildings and grounds, and will ensure that all regulations are strictly observed.

Supervision

- The permit holder assumes full responsibility for the proper supervision and conduct of any activities and for any claims arising out of improper supervision or conduct of activities.
- All groups using school facilities must have adequate adult supervision, one of which is the person in charge named on the rental permit.
- The applicant(s) or person(s) in charge must be in attendance at the function, and must stay until the premises are vacated and whenever possible, notify the on-site RCDSB representative when leaving.
- Activities involving minors should be supervised by adults at a 1 adult to 20 minors ratio.
- Groups renting multiple facility spaces must have a supervisor in charge of each area.
- Supervisors must adhere to start/finish times indicated on the rental permit.
- Participants must not enter the school before the supervisor arrives. Supervisors must ensure that participants remain within the designated rental areas and associated corridors and washrooms.
- No person, in possession of, or under the influence of, intoxicating beverages, narcotics or hallucinatory drugs is permitted on school property. Smoking on Board premises is not permitted all users must adhere to the [AP 170](#).
- Access to the facility is granted 15 minutes prior to the permit start time; the door will remain open for 15 minutes after the permit start time. After that point the group is responsible for monitoring the door for late arrivals. At the end of the permit all group members must vacate the rental space by the permit end time. The group has 15 minutes to vacate the premises.

Emergency, Safety and Security

- Permit holders must have an appropriate plan to deal with medical emergencies and medical conditions while on school property.

- If an accident or injury occurs during the rental period, the lead supervisor must report the incident immediately to the on-site RCDSB representative.
- User groups shall not hold the schools, the RCDSB, their staff or agents responsible for any instances of bodily injury, sickness, disease or death sustained by user group participants while on school premises.
- Permit holders are responsible for the enforcement of all fire safety regulations and ensuring that no obstructions are placed in corridors or in front of fire exits.
- Submission of a floor plan for fire safety compliance and approval may be required.
- During all non-school hours, rooms must be locked unless occupied. This includes closing and locking the windows.
- Rental groups are responsible for coordinating access of arrivals. Doors may not be propped open during the rental period.
- Valuable materials must be maintained in a secure fashion.
- **The Board reserves the right to require licensed security guards for events of 200 or more participants, at the cost of the permit holder.**
- Where a permit holder has reasonable and probable grounds to believe a person is on the premises without permission or is conducting a prohibited activity on the premises and the offending person refuses to leave the premises as directed, the permit holder should immediately notify the RCDSB representative. If the RCDSB representative is not available, the permit holder should use due diligence to determine if they should contact the police directly.

Health and Safety

- School allergy protocols ([AP316](#)) must be followed at all locations.
- Animals, with the exception of service dogs, are not permitted in schools, as per [AP 191](#).
- If food is prepared for consumption or sold, the user group must obtain approval from the rental office, and comply with ministry health and fire safety regulations.
- The use, sale or supply of tobacco and alcohol is not permitted on school property.
- Fireworks, dry ice, fog/smoke machines and pyrotechnical devices are not permitted.
- Private parties, games of chance, lotteries or gambling, or activities involving the discharge of weapons, such as guns, bows, crossbows and knives, are not permitted on school property.

Cancellations and Refunds

The rental office reserves the right to cancel a permit if it is necessary to use the reserved accommodation for school use. Permit cancellations will be made only as a

last resource. The group will be notified of the cancellation and offered an alternative date or location as compensation.

If no alternative date or location is agreeable, a credit will be issued which may be used against future rental charges. The RCDSB assumes no responsibility for any additional expenses, distress, disappointment, frustration and/or inconvenience as a result of such cancellation or alteration to a permit.

All use of schools, by outside groups, is cancelled when schools are closed due to inclement weather, or any other causes beyond control of the RCDSB.

Advertising

Advertising by permit holders in or about school property is forbidden without written permission from the rental office.

Equipment Use

The following are equipment use regulations all permit holders must agree to when renting Renfrew County District School Board (RCDSB) facilities. Failure to comply may result in permit cancellation at no cost or liability to the RCDSB.

- Where bleachers, basketball nets and room dividers are available on-site they may be used by community user groups.
- Only RCDSB staff may adjust mechanical equipment such as thermostats, fans, folding partition doors and bleachers.
- The use of additional school equipment is at the discretion of the school principal and should be arranged a minimum of three business days before the permit start date.
- If equipment is lost or damaged, the applicant is responsible for all costs for replacement or repairs with the exception of general wear and tear, to be determined by the Board.
- Vehicle parking is permitted only in designated areas. The Board is not responsible for any damage to vehicles.
- The use of materials on walls or other parts of the building is prohibited including screws, nails, staples, safety pins or adhesive materials to secure curtains, scenery or anything else in the space.
- Playing baseball, golf, rugby or football is not permitted in gymnasiums.
- Floor hockey is only permitted if plastic equipment is used.
- Baseball bats are not permitted inside schools.
- The application of powder, wax or other preparation to floors for any purpose is prohibited.

- Non-scuff rubber soled shoes are to be worn in gymnasiums for all sports activities.
- Indoor soccer balls must be used for all indoor soccer activities.
- Food and flavoured beverages are prohibited in gymnasiums and auditoriums.
- All items brought onto school property by the rental group should be removed promptly after the permit activity.
- Storage space for equipment is not available in the schools.
- If classrooms are used, chalkboards, equipment and teacher aids should not be disturbed. Classrooms should be left in their original state of order.
- Damages arising out of the use of schools by any user group must be reported immediately to the on-site RCDSB representative. The applicant/permit holder has financial responsibility for damages to RCDSB property.
- User groups shall not hold the schools, the RCDSB, their staff or agents responsible for damage to, destruction of, or loss of property belonging to the group or group participants.
- The set-up of equipment, other than opening/closing bleachers, raising/lowering basketball nets and opening/closing room dividers, is the responsibility of the applicant, under the supervision of an RCDSB representative, unless other arrangements have been made.