

# Peel District School Board Regulations for School Permits

## Permit Process

1. A minimum of three weeks is required to process an application.
2. Fees for permits must be paid to the Board in advance of the event. For payment by cheque, at least 15 business days prior to the event or 10 business days for payment by Visa, Master Card or cash.
3. All applications for use of school facilities must be submitted online or in writing. Any changes made to issued permits must be made in writing and are subject to a \$20.00 fee.
4. The Facilities Rental Office must be notified of any cancellation dates at least 48 business hours in advance. Failure to do so will jeopardize any refund.
5. The Board reserves the right to cancel, deny or alter a permit. Every effort will be made to give the Permit Holder adequate notice.
6. Permit Holders are not permitted the use of any school equipment including pianos unless authorized by the School Principal. Pole standards are excluded.
7. It is prohibited for Permit Holders to sublet rental space to a third party.
8. The Facilities Rental Office must authorize the serving and use of alcoholic beverages on school property. If approved, it will be the responsibility of the Permit Holder to obtain a liquor licence.
9. The interpretation and administration of these regulations are the responsibility of the Manager of Facilities Rental Services.
10. Additional information regarding the permit process and fees are available at [Rent School Space on the Peel District School Board website](#). Individual permits will also include specific details pertaining to the permit activity.

## Safety & Permit Holder Responsibilities

11. All Permit Holders must provide proof of liability insurance with a minimum coverage in accordance with current Board standards.
12. The Permit Holder and/or its agents will, in no manner, pledge the credit of the Peel District School Board, and it will save it harmless against any and all claims for damages against persons or property which may be brought during, or as a consequence of this agreement, or the occupation arising thereunder.
13. The Permit Holder is responsible for any theft, loss and/or all damages arising from the use of school premises by the Permit Holder, or a member of his/her party.
14. Smoking is not permitted on Board property at any time.
15. The Permit Holder shall ensure that all aisles, hallways, stairways and exits in the building are kept free from obstruction at all times.
16. The Permit Holder shall not bring, or retain on Board premises, any products or materials which may pose a fire risk or conflict with the regulations of the Fire Department or the Public Health Department.
17. The Permit Holder will be responsible for any fee charged by a municipality or fire department for a false fire alarm caused by permit group.
18. The Permit Holder and all persons allowed in the permitted facilities by the Permit Holder shall exit the building in the event of fire alarm or fire drill and remain outside until the appropriate authority gives the all clear.
19. Permit Holders are not permitted to operate, adjust or interfere with electrical or mechanical equipment including moveable basketball backstops. Ladders, scaffolds, and personnel lifts cannot be released to the permit holder, and must only be used by trained Board personnel.
20. Floor hockey, lacrosse, contact sports, use of bats, hard balls and regular soccer balls are prohibited in gymnasiums. Only soft practice balls allowed. Dunking is banned for all groups.
21. Non-marking shoes must be worn on gymnasium floors.
22. Permit Holders are required to restrict activities to the locations stated on the permit.
23. Schools must be vacated by 10:00 p.m. Monday - Friday, unless special permission is provided by the Facilities Rental Office.
24. Food or beverages are to be consumed ONLY in the cafeteria, or designated areas approved by the Board.
25. The Peel District School Board has guidelines for creating safe and healthy schools for students with *Anaphylactic Allergies*. It is important for all parties who use the school facility to take all necessary precautions to minimize potentially fatal allergic reactions by carefully monitoring and/or reducing the use of food products while on school property.
26. The Permit Holder shall conform to all applicable Board and government by-laws and regulations and shall not carry on any activities which may be deemed a nuisance or of an unlawful nature.
27. The Permit Holder shall not partake in any discriminatory activities, distribute, post or display symbols or emblems that suggest supremacy or incite hatred or violence or make offensive comments on Board property which contravene the Board's Human Rights Policy, #51, the Ontario Human Rights Code or any other relevant legislation.

28. All organizations using school property are required to follow standards consistent with the Provincial Code of Conduct. Copies of The Ontario Code of Conduct are available at the Ministry of Education's website at: <http://www.edu.gov.on.ca/>.
29. Parking is permitted in designated areas only. The owner and/or driver of the vehicle will be responsible for any consequences related to illegal parking.

### **Supervision and Security**

30. The custodian is the Board's representative in charge of buildings, grounds and equipment and the Permit Holder shall comply with his/her instructions regarding the use, operation and safety of the buildings, grounds and equipment.
31. Adult supervision must be provided by the Permit Holder at all times and must be to the satisfaction of the Board.
32. The Permit Holder shall be responsible for the conduct and supervision of all persons admitted to the facilities and grounds and shall ensure that all regulations contained in the permit are strictly observed.
33. The Permit Holder must ensure that all those under his/her supervision have safely left the premises.
34. Parents are to be requested to drop their child(ren) off at the door, and return at the end of the permit. Coaches/leaders may assign two adults to remain in the school to assist with supervision at the door for late arrivals, rest breaks, and pick up at the end of the permit.
35. Supervision by off duty police or licensed security personnel will be required for any event where the Board determines that there are security concerns. Youth dances and concerts must be supervised by a minimum of two off-duty police officers of the municipality. In all cases, all costs will be the responsibility of the Permit Holder.