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- 1.30 The Organizational Permit Holder is responsible to ensure the group supervisor has carried out a risk assessment to ensure adequate provisions are in place to have user group members evacuate the premises safely in case of emergency.

In addition, the group supervisor must have procedures in place to administer first aid with own first aid materials and have readily available own communication devices to contact emergency services.

- 1.31 It is the Supervisor's responsibility to report all injury incidents to the onsite Board representative before leaving the premises and fill out the required Board Injury Incident Reporting Form 1.
- 1.32 The Supervisor must be able to identify themselves to on-site Board staff with valid photo identification and must inspect facilities prior to and after use and bring any concerns or issues to the attention of the on-site Board staff.
- 1.33 It is the responsibility of the event supervisor to ensure that participants remain within the approved facilities on the permit and only use equipment as approved by the principal.
- 1.34 The event supervisor will ensure that group participants arrive and leave the school facilities within the start and end time listed on the permit.
- 1.35 In accordance with the Board's security protocols, user groups are required to have a representative at the school entrance to control entrance of participants from their group.
- 1.36 Propping of doors is not allowed.
- 1.37 The user group is responsible for own set-up, including tables and chairs, and proper disposal of their own garbage and recyclables from the approved area(s) of use prior to vacating the school facilities at the end of each time of use.
- 1.38 It is the user group's responsibility to provide own wildlife-proof waste containers and arrange for proper garbage disposal when using field spaces.
- 1.39 Access to school water, phone, washrooms, and electricity is not available when only outside field/premises are booked.
- 1.40 Wearing of clean, dry and non-marking running shoes by all user group participants accessing the gymnasium(s) and hallways and other spaces for physical activities at all school facilities is required.
- 1.41 A Board custodian or staff member familiar with Board emergency and school building procedures must open and close the building, remain on site for the duration of all after-hour permits and ensure the security of the facility prior to leaving in accordance with school's procedures.
- 1.42 Any work efforts by Board staff other than opening and closing the school, i.e. accommodate extended permit timelines, help with set-up or take-down, having to engage in significant extra cleanup to restore facility or grounds to same condition as received, etc., will be noted on the permit and billed to the user group as outlined in Fee Schedule 3.0.

1.43 Only qualified SGDSB personnel may adjust mechanical equipment such as, but not limited to, thermostat, fans, folding partition doors, basketball winches and bleachers.

**TYPE D:** Commercial/Business/Private profit-making organizations, or user groups charging excessive, commercial type of fees to participants (see (b) and (c) above), or user groups providing limited community services and participation because of:

- specific talent requirements
  - specific interests
  - fee requirement
  - limited enrolment
  - political affiliations
  - age requirements
- See Fee Schedule 3.0  
– Recognized additional cost to be recovered

**TYPE E:** Other groups that do not fit any previously mentioned category: To be determined by the Principal in consultation with the Manager, Plant Services.

**3.0 After-hour Fee Schedule – reviewed annually**

<b>Hourly Rate</b>	<b>Classroom</b>	<b>Speciality Room/Area</b> Music, Family Studies, Art, Seminar, Hallways, Library, Field, Track, Parking Lot	<b>Single Gym, Auditorium</b> Includes stage and change room use as long as listed on permit	<b>Double Gym</b> Includes stage and change room use as long as listed on permit
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**Internal Groups:** For definition see policy 409 – section 4.1  
There are no charges for Principal or Board approved school or staff events.

<b>Facility Use Charge:</b>	\$0.00	\$0.00	\$0.00	\$0.00
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<b>Permit Alteration Fee</b>	No charge if made three (3) school operating days prior to first scheduled event. All other cancellations subject to a \$25.00 administration fee plus custodial cost (as applicable). All costs levied on the user group.
<b>No Show Fee</b>	3 <sup>rd</sup> No show: a \$25.00 administration fee plus applicable custodial cost will be levied on the user group.



- 5.3 All Joint Facility User Partnerships shall meet the following requirements:
- Health and safety of students must be protected.
  - Partnerships must be appropriate for the school setting.
  - Partnerships must not compromise the Board's student achievement strategy.
  - Entities that provide competing education services such as tutoring services, JK-12 private schools or private colleges, and credit-offering entities that are not government-funded, are not eligible partners.

5.4