



ADMINISTRATIVE PROCEDURE	
<i>Approval Date</i> 2016	<i>Replacing</i> All previous procedures
<i>Review Date</i> 2021	<i>Page</i> 1 of 15
<i>Contact Person/Department</i> Superintendent of Business	<i>Identification</i> BU-3046

COMMUNITY USE OF SCHOOLS

1.0 PURPOSE

Trillium Lakelands District School Board strongly believes that school facilities should be available to the fullest extent possible for education, cultural or recreational activities and community service. However, the Board does not allow alcoholic beverages to be served on Board property. Community use of Board facilities must take into consideration the need to maintain school educational programs, legal guidelines as set out in the *Education Act* and maintenance and budgetary concerns. The Board reserves the right to refuse permission to any organization to use Board facilities.

Priority for the use of Board facilities will be given to Trillium Lakelands District School Board school-related activities. Priority will be given in the following order:

- a) School related activities;
- b) Community youth activities;
- c) Community adult activities;
- d) Private or corporate activities.

2.0 REFERENCES/RELATED DOCUMENTS

- 2.1 Community Use of Schools Policy BU-3045;
- 2.2 Emergency Preparedness Policy and Procedure OP-6519/6520;
- 2.3 Smoke Free Environment/Smoke Free Ontario Act;
- 2.4 Inclement Weather Policy and Procedure HR-4035/4036;
- 2.5 Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);
- 2.6 Personal Information Protection and Electronic Documents Act (PIPEDA).

3.0 TERMS AND DEFINITIONS

- 3.1 School/Board Related Group is defined as any school or board group whose event is sanctioned by the Board or school. In order to be considered sanctioned, the group must have the school submit the application in the school name.

- 3.2 Community Volunteer Group is defined as any group or organization operated by volunteers whose primary purpose is to provide recreational, educational, religious, health and cultural services and/or activities to the community as a whole. It must operate as a non-profit organization.
- 3.3 Community Centered Group is defined as any group or organization operated by persons whose purpose is to provide recreational, educational, religious, health and cultural services and/or activities to the community as a whole.
- 3.4 Other are defined as any group or user who are not defined previously or whose primary purpose is to generate revenue or some other type of gain.
- 3.5 Internal Rentals/Permits/Bookings sanctioned by the school, made by the school on behalf of individual or group wishing to utilize space for an event outside regular school day hours.
- 3.6 External Rentals/Permits/Bookings are those made by any of the groups listed other than Internal Rentals/Permits/Bookings.
- 3.7 Applicant/Permit Holder is defined as a single point/individual for contact for the application/permit.

4.0 ADMINISTRATIVE PROCEDURE

4.1 APPLICATIONS

- 4.1.1 All schools are eligible for rental purposes. Rental space is limited to Gymnasiums, Cafeterias, Classrooms, Libraries, Fields and Parking Areas. Associated change rooms, washrooms, foyers and entrances generally are included with those spaces. Offices, Theaters, Technology Spaces, Computer Labs and other areas deemed so by TLDSB are not eligible for external rental. Technology, Computer (including WiFi access), Food Preparation and Fitness equipment is not available for Rental. Use of Board Equipment (other than listed above) is at the discretion of the Principal. Education Centers and Adult Education Training Centers are not eligible for external rental.
- 4.1.2 The applicant shall be responsible for determining that the facilities are suitable for their permitted activity.
- 4.1.3 Prior to June 1st schools will endeavor to book all School/Board related activities for the next school year.
- 4.1.4 On June 1st, at 9:00 am, a two-week period of time will be provided exclusively for the booking of facilities by Community Volunteer Youth oriented groups for the following year. For the following school year as of June 15th, at 9:00 am, booking will be open to all groups.

- 4.1.5 A Community Use of School Permit application must be received a minimum of ten business days prior to the event. Where possible TLDSB will accommodate changes made prior to the event date. Insurance Certificates need to be presented at this time or arrangements to purchase insurance through the Board must be made.
- 4.1.6 A permit application must be prepared on each occasion. Where the event is repeated on several dates, only one permit is required. Single permits for repeat day(s) or evening(s) expire (normally as of June 15) and are required to be renewed on an annual basis.
- 4.1.7 All external bookings of school facilities for community use shall be made directly through the online service or the Facility Use Clerk.
- 4.1.8 All internal bookings for after-hours school usage that will carry over into Community Use Hours (Note 4.2.1) shall be booked through the school office.
- 4.1.9 To facilitate timely cancellation notification of external permits a two week advance notification period is required for all internal permits.
- 4.1.10 A permit application made through the Facility Use Clerk will be completed by the applicant—on the appropriate application form (Appendix 5.1) available online or from the Permit Office at 1281 Cedar Lane, Bracebridge, Ontario.
- 4.1.11 All permits shall be approved by the Principal or designate prior to a booking confirmation. The Principal or designate will have three business days to support the permit. Non response within the designated time frame shall result in a support of the permit.
- 4.1.12 Only the applicant shall receive email notifications of the final status of their permit. In the event of cancellation, notification will be sent to the applicant.
- 4.1.13 Restrictions as outlined in the permit application must be followed at all times.
- 4.1.14 All external groups must submit proof of comprehensive general liability insurance when booking a permit. A Certificate of Insurance naming Trillium Lakelands District School Board as additional insured for an amount not less than \$2,000,000 (two million) is required. 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 with the permit application will have the cost of insurance included on their invoice. The rental office shall determine the premium charge by referring to the “User Group Rating Schedule” provided by the Insurance Company. All user groups are responsible for the deductible in the event of a claim.

4.2 PERMITS

4.2.1 Hours of Operation

Community Use Hours will be considered to be:

Monday to Friday from 6:00 pm to 10:00 pm,

Weekends from 7:00 am to 10:00 pm (min. rental is four hours).

Summer hours of operation shall be from 7:00 am to 10:00 pm, Monday to Sunday.

Summer evenings (6:00 pm to 10:00 pm), Saturdays, Sundays and Holidays (both Statutory and Board) year round will be at additional fees to account for overtime charges.

4.2.2 Cancellation

All school permits (except Child Care) by external groups shall be cancelled when school buses are cancelled due to inclement weather or the schools are closed due to any other causes beyond the control of the Board. The rental office will electronically notify the contact person for the affected groups.

When facilities are booked and subsequently not used without 48 hours of cancellation notice, full hourly charges will be applied without discount and any other bookings will be automatically cancelled. This notice period will not apply to cancellations on days when TLDSB school buses are cancelled due to inclement weather.

The Permit Office must be notified of cancellations and/or alterations as soon as possible. One cancellation or alteration per rental permit will be accommodated. An additional administration fee will be applied for any further alteration or cancellation. Cancellation and alteration fees will be applied as per the fee schedule.

4.2.3 The permit holder is responsible for ensuring the school property is entered and vacated promptly at the time specified on their rental permit. Time for preparation and cleanup must be accommodated within permit time. If any extra time is required the permit holder will be charged for additional time.

4.2.4 All Permit Holders shall present a copy of their approved rental agreement upon entrance to the facility if asked, and ensure that a copy is available for presentation to Board personnel at all times.

4.2.5 All permits that require access into the school will require the presence of a custodian.

4.2.6 It is understood that the attending and/or on-duty custodian will be available to assist user groups with associated maintenance functions. It is further understood that the custodian will continue to perform prescribed duties when not required by the user group.

4.2.7 Permit applications received by email from community groups are considered signed and binding requests

4.3 PERMIT FEES (In Canadian Funds)

4.3.1 Permit Fee

The Permit Fee of \$10.00 applies to Groups “B”, “C” “D” and “E”. This fee does not apply to Group “A”.

4.3.2 Fee Schedule

User Groups using the school facilities, will be charged an Hourly Rate as per Appendix 5.4. Set up take down time required by the Custodian in addition to the time required for the function must be included on the permit and will be added to the fee. Additional Hourly fees will be levied if additional cleaning is required. HST is applicable.

4.3.3 The Board reserves the right to request partial or full payment of rental fees prior to the date(s) of use.

4.4 RESTRICTIONS/LIMITATIONS

4.4.1 When classrooms are being used, classroom equipment and supplies must not be disturbed and the rooms must be left in their original state.

4.4.2 School property and facilities must not be altered in any way.

4.4.3 Smoking in Board buildings or on Board property is strictly prohibited.

4.4.4 The consumption and/or sale of alcoholic beverages on Board property is strictly prohibited.

4.4.5 Board property may not be used for the purposes of public gambling.

4.4.6 The permit holder requires approval from the Permit Office for permission to allow food, beverages or specified animals on Board property.

4.4.7 Only non-marking rubber soled shoes shall be worn in gymnasiums for sport activities.

4.4.8 The permit holder will ensure that all activities adhere to prevailing by-laws and that all necessary licenses, permits, etc. are obtained.

4.4.9 No changes will be allowed to electrical services without the approval of the Senior Manager of Facility Services or his/her designate.

- 4.4.10 The permit holder will be responsible for all charges incurred by the Board as a result of improper use of the fire or security alarms.
- 4.4.11 Smoke, Fog, Pyrotechnics, Open Flame and Helium filled balloons are not permitted on site.
- 4.4.12 Activities must be confined to the spaces allotted to the organization on the permit.
- 4.4.13 Nothing shall be sold, distributed or exhibited without permission.
- 4.4.14 Temporary advertising will be permitted with Board approval at the facility during the rental hours as listed on the permit.
- 4.4.15 Rentals will be limited to two evenings per facility, per group until the additional time has been made available for other groups.
- 4.4.16 Any school or board function will take precedence and may override an already approved permit. Approved external bookings may be cancelled or relocated at the Board's discretion. Every effort will be made to give two weeks' notice to the permit holder where possible. There shall be no claim or right to damage or reimbursement on account of any loss, damage or expenses incurred by the permit holder.
- 4.4.17 Repairs for damage to facilities by permit holders (or their participants) will be charged back to the permit holder.
- 4.4.18 The decision of the Board shall be final in all matters pertaining to rental fees and the use of school premises.
- 4.4.19 Rental permits will not be granted for the use of school facilities during maintenance projects, two weeks prior to the school commencing and during the first two weeks of the school year.
- 4.4.20 The Board shall have the exclusive right to cancel any permit booked due to poor field conditions.
- 4.4.21 If a user group ignores the cancellation:
 - a) The user group will be required to pay for all damages to the field/diamond arising from abuse to the field/diamond where deemed responsible;

- b) The user group may have their permit suspended, or revoked for any future use of a field/diamond.
- 4.4.22 Any misconduct by an applicant shall be reported by the Principal or custodian to the Board's Permit Office. A verbal warning for the first misconduct, written warning for the second misconduct, and a third misconduct will result in permit cancellation. Depending upon the severity of the misconduct, the Board reserves the right to cancel the permit at any time without notification.
- 4.4.23 All users will read and sign an acknowledgement that they have read the Fire Safety Plan and know where the fire exits are located. User groups are not to obstruct aisles, hallways or exits.
- 4.4.24 Federal, Provincial and Municipal Statutes must be followed when in the building.

5.0 APPENDICES

- 5.1 Application for the Use of School Facilities
- 5.2 General Conditions
- 5.3 Group examples
- 5.4 Fee Schedule
- 5.5 Privacy Statement
- 5.6 Refund Statement

A separate application form is required per site for each September to August period.

Note: This application for the use of facilities must be received by the Permit Office no later than ten (10) business days prior to date(s) of use. All information must be provided on this application form or the processing of the permit will be delayed.

SECTION A: ORGANIZATION INFORMATION (PLEASE PRINT)						
Organization Name:						
Organization Address:					Postal Code:	
Billing address (if different from above):					Postal Code:	
Name of Applicant:			Bus:		Res:	
Fax No.:			Email address:			
Backup Contact Person:			Bus:		Res:	
SECTION B: BOOKING INFORMATION						
Choice	School	Day of Week	Date		Event Time	
			Start	Finish	Start	Finish
First						
Second						
Repetitive event: <input type="checkbox"/> Yes <input type="checkbox"/> No			Repeating (i.e.: weekly, monthly):			
Facility Requested (<input checked="" type="checkbox"/>) (Please note: Facilities may not be available at all schools)						
<input type="checkbox"/> Single Gym		<input type="checkbox"/> Outdoor Playing Field		<input type="checkbox"/> Auditorium		<input type="checkbox"/> Library
<input type="checkbox"/> Double Gym		<input type="checkbox"/> Baseball Diamond		<input type="checkbox"/> Cafeteria(orium)		<input type="checkbox"/> Foyer
<input type="checkbox"/> Triple Gym		<input type="checkbox"/> Soccer Pitch		<input type="checkbox"/> Classrooms		Number of Classrooms:
<input type="checkbox"/> Parking Lot Only		<input type="checkbox"/> Other (Please Specify):				
Equipment Requested (<input checked="" type="checkbox"/>) (Please note: Equipment may not be available at all schools)						
<input type="checkbox"/> Tables Specify Amount:			<input type="checkbox"/> Chairs Specify Amount:			
<input type="checkbox"/> Nets, stands, mats:						
Services Requested (<input checked="" type="checkbox"/>) (Please note: Services may not be available at all schools)						
<input type="checkbox"/> Set up		<input type="checkbox"/> Take Down		<input type="checkbox"/> Other (specify):		
SECTION C: INCORPORATION/ MEMBERSHIP INFORMATION						
Please select the category(ies) that describes the age of the expected participants (please check all that apply)						
<input type="checkbox"/> children 0-6 <input type="checkbox"/> children 7-12 <input type="checkbox"/> teens 13-18 <input type="checkbox"/> young adults 19-24 <input type="checkbox"/> adults 25-64 <input type="checkbox"/> seniors 65+						
<input type="checkbox"/> no target age (i.e. there is a wide range in the ages of participants)						
Please indicate the gender of your participants: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Both						
Please indicate the number of participants <input type="checkbox"/>						
Please select the category(ies) that describes the primary type of activity. (Please check all that apply)						
<input type="checkbox"/> Educational (homework help, reading clubs)			<input type="checkbox"/> Parenting Support (new parent classes)			
<input type="checkbox"/> Sports & Recreational (basketball, yoga)			<input type="checkbox"/> Health & Wellness (nutrition program, blood donation)			
<input type="checkbox"/> Child Care Programs			<input type="checkbox"/> Arts & Cultural (community theatre, concerts)			
<input type="checkbox"/> Supports for Recent Immigrants			<input type="checkbox"/> Social (bbq, meet & greet)			
<input type="checkbox"/> Community Services (employment aid)			<input type="checkbox"/> Meetings (neighbourhood action)			
<input type="checkbox"/> Leadership (Scouts, Guides)			<input type="checkbox"/> Aboriginal-focused Programs			
<input type="checkbox"/> Support for Low-income Communities			<input type="checkbox"/> Other (describe):			
SECTION D: MANDATORY ENCLOSURE – COPY OF LIABILITY INSURANCE NAMING TLDSB AS ADDITIONAL INSURED						
<input type="checkbox"/> Request Purchase of Insurance through the TLDSB Permit Office						
Note: Submission of this application confirms the applicant's intention to book TLDSB facilities and assume responsibility of the associated costs. Personal information collected on this form is gathered under authority of Part II of the Municipal Freedom of Information and Protection of Privacy Act, 1989.						

I acknowledge that I have read the conditions listed and as noted on this application, and agree to abide by the terms as stipulated.

Signature: _____

Date: _____

Permit Office Mailing Address: PO Box 420, 300 County Rd. #36, Lindsay, ON K9V 4S4 Fax: (705) 645-6605

GENERAL CONDITIONS

GENERAL

1. Trillium Lakelands District School Board strongly believes that school facilities should be available to the fullest extent possible for education, cultural or recreational activities and community service.
2. All questions regarding rental permits or use of schools should be directed to the Permit Office at the Bracebridge Facility Services Department, 1281 Cedar Lane, Bracebridge, ON, (705) 645-8704 ext: 24200 or emailed to CommunitySchoolUse@TLDSB.on.ca.
3. All external bookings of school facilities for community use shall be made directly through the Facility Use Clerk, or the online service.
4. All applications must be received by the Permit Office a minimum of ten (10) business days prior to the event
5. On June 1st, prior to the beginning of the school year, a two week period of time will be provided exclusively for the booking of facilities by Community Volunteer Youth Groups. Following this period, booking will be open to all groups for the balance of the year.
6. The applicant shall be responsible for determining that the facilities are suitable for their permitted activity.

RESTRICTIONS ON CONTRACT HOLDERS

7. No permit will be granted unless signed by an individual of 18 years of age or older and an individual of 18 years or older will be in attendance for the duration of the rental permit.
8. The permit holder must inform the Permit Office when they have two or more groups attending on the same evening, at the same location with different time periods.
9. The permit holder shall be responsible for the conduct and supervision of all persons admitted into the school from the user group, and will ensure all requirements of the rental permit are met.
10. Subletting of space by the permit holder is not permitted.
11. Transferring of space by the permit holder is not permitted.

12. All users will read and sign an acknowledgement that they have read the Fire Safety Plan and know where the fire exits are located. User groups are not to obstruct aisles, hallways, or exits.
13. Smoking in Board buildings or on Board property is strictly prohibited.
14. The consumption and/or sale of alcoholic beverages on Board property is strictly prohibited.
15. Board property may not be used for purposes of public gambling.
16. The permit holder requires approval from the Permit Office for permission to allow food, beverages or specified animals on Board property.
17. Only non-marking rubber soled shoes shall be worn in gymnasiums for sport activities.
18. The permit holder will ensure that all activities adhere to prevailing by-laws and that all necessary licenses, permits, etc. are obtained.
19. No changes will be allowed to electrical services without the approval of the Senior Manager of Facility Services or his/her designate.
20. The permit holder is responsible for ensuring the Board property is vacated promptly at the time specified on their rental permit or they will be charged for additional hourly fees.
21. The permit holder will be responsible for all charges incurred by the Board as a result of improper use of the fire or security alarms.
22. The custodian is not authorized to permit the use of any facilities or equipment other than that indicated on the rental permit.

23. The rental permit holder will confine their activity to the designated spaces as indicated on the permit and associated corridors/washrooms.
24. Failure or refusal by the permit holder/ user group to adhere to the rental permit regulations may result in cancellation and refusal to grant any further rental permits for the use of Board Facilities.

AVAILABILITY OF SCHOOLS

25. Rental permits will not be granted for the use of Board facilities during the last week prior to the end of the school year, regularly scheduled maintenance projects, two weeks prior to the school year commencing and during the first two weeks of school.

INSURANCE

26. All rental permit holders shall carry liability insurance of at least \$2 million and name Trillium Lakelands District School Board as an Additional Insured. An insurance certificate, proving compliance with this requirement shall be provided before the application is approved.
27. If an applicant is unable to provide liability insurance, Trillium Lakelands District School Board will arrange for the required insurance. –Additional fees for insurance shall be charged back to the permit holder.
28. The Board will not be responsible for any personal injury, damage, loss or theft of clothing/ equipment of the user group.
29. The permit holder shall be responsible to the Board for all damages to the buildings, equipment and/or grounds and shall indemnify and save harmless the Board from any claim whatsoever by/or in respect of any person or persons.

PAYMENT

30. Payments may be made by cash, cheque payable to Trillium Lakelands District School Board, or by VISA or Master Card. Failure to pay within 30 days following invoice mail out will result in suspension of any further permits.

31. Applicants are required to pay the applicable fees for any time that exceeds the information stated on the rental permit. Additional fees will be levied if additional cleaning is required after the event.

CANCELLATION/ AMENDMENTS

32. The Permit Office must be notified of cancellations and/or changes as soon as possible. DO NOT CONTACT THE SCHOOL to cancel a permit. Failure to advise the Permit Office will necessitate full charge for the rental facility. Two alterations per rental permit will be accommodated, after which the permit will be cancelled and a new rental permit will be necessary. Cancellation and alteration fees will be applied as per the fee schedule.

33. The Board maintains the right to cancel or alter any rental permit and will provide 2 weeks notification, if possible. The applicant shall receive email notifications of the final status of their permit. The applicant is responsible to notify all participants. In the event of cancellation, notification will be sent to the applicant that a new item under the discussion portion of the permit has occurred, and it is the responsibility of the applicant to read discussion item.

34. The rental permit holder has no claim to compensation from the Board for any loss, damages or expenses resulting from such cancellation.

INCLEMENT WEATHER

35. Rental permits will be invalid during the days when the schools are closed or buses are cancelled due to inclement weather or for temporary purposes.

NON-USE OF FACILITY

36. Failure to notify the Permit Office of your decision not to use the facilities will result in full charges for the facility

PARKING

37. Parking is only permitted in designated areas. Fire Routes and driveways should not be blocked. Failure to comply may result in ticketing and/or towing.

I acknowledge that I have read the conditions listed and as noted on this application, and agree to abide by the terms as stipulated.

Signature:

Date:

Permit Office Mailing Address: PO Box 420, 300 County Rd. #36, Lindsay, ON K9V 4S4 Fax: (705) 645-6605

School/Board Related Groups (Group “A”)

<u>Groups</u>	<u>Examples</u>
School Councils	Meetings, fundraisers
School Programs	Activities by Trustees, Staff or students (school teams and clubs, Board meetings, public forums on Board issues)
TLDSB Employee Groups	Principals’ Association, Unions, non-unionized employee group (work-related functions only)

Community Volunteer Youth Groups (Group “B”)
(where the majority of the membership includes youths 18 and under)

Community Self-Help Groups	
Cultural Organizations	Theatre Groups
Recreation Clubs with Volunteer Instructors	Badminton, Volleyball, Soccer, Basketball, Music, Drama
Registered Charitable Organizations	Local Red Cross, St. John’s Ambulance, CAS, Association for Community Living
Service Clubs	Lions, Optimist, Rotary
Youth Groups	Minor athletic leagues, Brownies, Guides, Cubs, Scouts, church
Child Care	Before and After School Programs March Break, Summer Break Programs only.

Community Volunteer Adult Groups (Group “C”)

Business Meeting/Courses	Training courses
Community Self-Help Groups	Alcoholics Anonymous
Cultural Organizations	Theatre, music or dance groups
Ministry Meetings	Nat. Resources, Transportation Assessment, Municipal Affairs, Child & Family Centre, District Health Council

Municipal Meetings	Council and Committee meetings, waste management meetings, OMB hearings
Ratepayer Meetings	Local Municipal all-candidates meetings, public forum, election meetings
Recreation Clubs with Volunteer Instructors	Badminton, Volleyball, Basketball, Soccer, Music, Drama
Registered Charitable Organizations	Local Red Cross, St. John Ambulance, CAS
Service Clubs	Lions, Optimist, Rotary

Community Centered (Group “D”)

Church Groups	Religious groups
Leisure Business	Dancercise, aerobics, karate, fitness, gymnastics, piano lessons,
Municipally Operated Programming	including municipally operated programs for all ages (unless a reciprocal agreement with the Board is in place)

Other Groups (Group “E”)

Educational Institutions	Community College and University
Fundraising Ventures	
Private (including board employees) and Community Functions	Activities for private use or corporate gain
Profit Making Organizations	Concerts, shows, parties
Professional Fundraiser	

FEE SCHEDULE PER HOUR

GROUP A – SCHOOL RELATED	CLASSROOM*			GYM/OTHER		
	HOURLY RATE	DISCOUNT	NET RATE	HOURLY RATE	DISCOUNT	NET RATE
REGULAR WEEKNIGHT	39.00	100%	0.00	49.00	100%	0.00
SATURDAY /SUMMER EVENING	50.00	100%	0.00	60.00	100%	0.00
SUNDAY/HOLIDAY	61.00	100%	0.00	71.00	100%	0.00
*Includes up to 5 classrooms						
GROUP B - YOUTH VOLUNTEER	CLASSROOM*			GYM/OTHER		
	HOURLY RATE	DISCOUNT	NET RATE	HOURLY RATE	DISCOUNT	NET RATE
REGULAR WEEKNIGHT	39.00	100%	0.00	49.00	100%	0.00
SATURDAY /SUMMER EVENING	50.00	80%	10.00	60.00	80%	12.00
SUNDAY/HOLIDAY	61.00	80%	12.00	71.00	80%	14.00
*Includes up to 5 classrooms						
GROUP C - ADULT VOLUNTEER	CLASSROOM*			GYM/OTHER		
	HOURLY RATE	DISCOUNT	NET RATE	HOURLY RATE	DISCOUNT	NET RATE
REGULAR WEEKNIGHT	39.00	100%	0.00	49.00	100%	0.00
SATURDAY /SUMMER EVENING	50.00	50%	25.00	60.00	50%	30.00
SUNDAY/HOLIDAY	61.00	50%	31.00	71.00	50%	36.00
*Includes up to 5 classrooms						
GROUP D - COMMUNITY BASED	CLASSROOM*			GYM/OTHER		
	HOURLY RATE	DISCOUNT	NET RATE	HOURLY RATE	DISCOUNT	NET RATE
REGULAR WEEKNIGHT	39.00	60%	16.00	49.00	60%	20.00
SATURDAY /SUMMER EVENING	50.00	30%	35.00	60.00	30%	42.00
SUNDAY/HOLIDAY	61.00	30%	43.00	71.00	30%	50.00
*Includes up to 5 classrooms						
GROUP E - OTHER	CLASSROOM*			GYM/OTHER		
	HOURLY RATE	DISCOUNT	NET RATE	HOURLY RATE	DISCOUNT	NET RATE
REGULAR WEEKNIGHT	39.00	0%	39.00	49.00	0%	49.00
SATURDAY /SUMMER EVENING	50.00	0%	50.00	60.00	0%	60.00
SUNDAY/HOLIDAY	61.00	0%	61.00	71.00	0%	71.00
*Includes up to 5 classrooms						
ALL GROUPS	CLASSROOM*			GYM/OTHER		
	FULL RATE	DISCOUNT	NET	FULL RATE	DISCOUNT	NET
PERMIT/ALTERATION/CANCELLATION FEE	20.00	50%	10.00			
EQUIPMENT	10.00	100%	0.00			
TABLES/ CHAIRS	10.00	100%	0.00			
FIELDS	10.00	100%	0.00			
PARKING	10.00	100%	0.00			

**Trillium Lakelands District School Board
PRIVACY STATEMENT**

Your privacy is important to Trillium Lakelands District School Board (TLDSB). This privacy statement provides an overview of what Personal Information the Community Use of Schools Permit System collects and how it is used. School boards are governed by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Personal information collection

In order to process your request for community use of schools, the Permit System requires the following personal information:

- name, address and telephone number(s)
- email address
- whether over age 18
- organization you represent

Using personal information

The Permit System will use your personal information to:

- process your request for a community use of school

Payment Information (if required)

Payments may be made by cash, cheque made payable to Trillium Lakelands District School Board, or by Credit Card (VISA or MasterCard).

In order to process Credit Card payments (when required) for a Community Use of Schools Permit, TLDSB has contracted the services of Moneris Solutions. Where the Permit System discloses your personal information to Moneris Solutions for this purpose, Moneris is obligated to use that personal information in accordance with the terms of this statement and PIPEDA (Personal Information Protection & Electronic Documents Act). In order for payment to be received Credit Card number and Expiry Date will be required by Moneris.

Limiting Use and Disclosure

Personal information is not used or disclosed for purposes other than payment. TLDSB will take reasonable technical and organizational precautions to prevent the loss, misuse or alteration of your personal information. Moneris is obligated to do the same when it comes to payment by Credit Card

Accuracy

Personal information is maintained as accurately, completely, and as up-to-date as is necessary for the purposes for which it is used.

Safeguards

Your personal information is protected by reasonable security safeguards appropriate to the sensitivity of the information. We use appropriate measures when disposing of the information.

Other websites

This website contains links to other websites. TLDSB is not responsible for the privacy policies or practices of any third party.

Contact

If you have any questions about this privacy policy, please write to:

Catherine Shedden
Manager of Director's Office and Communication

by email to catherine.shedden@tldsb.on.ca or by post

Catherine Shedden
Manager of Director's Office and Communication
Box 420, 300 County Road 36
Lindsay, Ontario
K9V 4S4

Trillium Lakelands District School Board
REFUND STATEMENT

The Permit Office must be notified of cancellations and or changes as soon as possible. Failure to provide 48 business hours' notice will result in full hourly charges being applied without discount. In the case of a single event occurrence insurance fees will be refunded. Permit Fee will not. If permit is for multiple events, and cancellation is for any event following occurrence of one event, no refund applied.