

Date of Issue June 2022
Original Date of Issue June 25, 2002
Subject **COMMUNITY USE OF FACILITIES**
References [Policy 2340 – Community Use of Facilities](#)
[Policy 4470 – Temporary Closing of Schools](#)
[APM A3020 – Inclement Weather, Closing \(Temporary\) of Simcoe County District School Board \(SCDSB\) Facilities](#)

Contact Facility Services, School Services

1. Purpose

- 1.1 The Simcoe County District School Board (SCDSB) endorses and encourages the community's participation in the use of its facilities and resources.
- 1.2 The priority of the board is to ensure its students have the first opportunity to educational programs in adequate facilities.
- 1.3 Schools are public buildings and should be made readily available where possible for public use in after-school hours through the issuance of rental contracts.
- 1.4 The board will allow community use of its facilities and will impose a charge based on the user group classification in accordance with the current facilities rate schedule, attached as APPENDIX A, in order to be fiscally responsible for the safety, cleanliness, maintenance, and security of any board facility.

2. Definitions

- 2.1 User groups are defined as the following:
 - 2.1.1 School/Board Associated Groups and Activities
 - 2.1.1.1 school council and sub-committee activities;
 - 2.1.1.2 student council activities;
 - 2.1.1.3 school/board activities and programs;
 - 2.1.1.4 school co-instructional and extra-curricular activities;
 - 2.1.1.5 school related functions such as retirements/reunions;
 - 2.1.1.6 trustee forums and meetings;
 - 2.1.1.7 college and university groups supporting SCDSB activities; and,
 - 2.1.1.8 home and school associations.
 - 2.1.2 Group A
 - 2.1.2.1 community youth groups such as Scouts Canada, Girl Guides Canada, and other leadership programs;
 - 2.1.2.2 community house league youth groups such as "house league" basketball, volleyball, soccer, baseball, etc.;
 - 2.1.2.3 Representative (Rep) youth athletic and sports groups such as "rep league" basketball, volleyball, soccer, baseball, etc.;

- 2.1.2.4 youth programs/groups provided by community church and religious groups;
- 2.1.2.5 municipal youth classes and youth recreation uses, where a joint use agreement with the SCDSB exists.
- 2.1.3 Group B
 - 2.1.3.1 adult recreational, athletic and pick up sports;
 - 2.1.3.2 municipal adult classes and recreation uses, where a joint use agreement with the SCDSB exists;
 - 2.1.3.3 ratepayers associations; and,
 - 2.1.3.4 health services such as St. John Ambulance/Canadian Blood Service.
- 2.1.4 Group C
 - 2.1.4.1 church and religious groups;
 - 2.1.4.2 political parties;
 - 2.1.4.3 federations and unions;
 - 2.1.4.4 profit and not-for-profit theatrical, entertainment, concert, performance groups - events such as rehearsals, recitals, performances;
 - 2.1.4.5 commercial groups;
 - 2.1.4.6 college and university groups;
 - 2.1.4.7 personal rentals for invitation only events (i.e. birthday parties); and,
 - 2.1.4.8 fundraisers, including non-for-profit organization fundraising.
- 2.2 First priority for indoor use of facilities will be for school/board associated groups. Second priority will be given to Group A and Group B and third priority will be given to Group C.
- 2.3 Priority for outdoor use of facilities will be for school/board associated groups, followed by recreation programs operated by municipalities that enter into reciprocal agreements that cover joint facility planning and maintenance.

3. Responsibilities

- 3.1 Facility Services will be responsible for the overall supervision and administration of processing of rental contracts.
- 3.2 The Planning Department (Permit Office) will be responsible for approving and processing of all rental contracts through a central administrative booking system.
- 3.3 Custodial staff shall be responsible for:
 - 3.3.1 preparing for and receiving the user group, including managing equipment, set up and tear down as specified and clean up;
 - 3.3.2 allowing the user group access to the facilities;
 - 3.3.3 securing the facilities;
 - 3.3.4 clean up after the user group has finished;
 - 3.3.5 reporting all damages arising out of the use of schools by any user group to the principal and Permit Office in writing;

- 3.3.6 completing and forwarding monthly custodial billing reports to permit clerks at the Permit Office, including the need for additional custodial time for extenuating circumstances due to an event;
 - 3.3.7 retaining a copy of the user rental contracts sent to the school from the Permit Office; and,
 - 3.3.8 arranging for custodial staff coverage as required for absences or for overtime situations.
- 3.4 Principals or designates shall be responsible for:
- 3.4.1 providing opportunities for the community use of schools in accordance with Policy 2340 – Community Use of Facilities;
 - 3.4.2 completing and forwarding a Board Property Damage Loss Report on all damages arising out of the use of schools by any user group to the Maintenance Department, Facility Services;
 - 3.4.3 advising the Permit Office of school equipment available for use and noting donated equipment;
 - 3.4.4 approval of use of non-specified areas including classrooms, libraries and specialty rooms;
 - 3.4.5 school/board associated groups and activities;
 - 3.4.6 submitting applications to the Permit Office for school events, including set up and inclement weather dates for the upcoming school year by May 15 of the current school year;
 - 3.4.7 informing the Permit Office of school functions that may interfere with after-hours use by a contract holder;
 - 3.4.8 obtaining rental contracts for all school use activities on weekends, holidays (no permits are available during winter break) and on weekdays;
 - 3.4.9 deeming school fields/diamonds unplayable due to wet field conditions during the school day and informing the Permit Office of same; and,
 - 3.4.10 obtaining the necessary approvals (i.e. superintendent of education and the Chief Fire Official of the local fire department) where schools are to be used for sleeping accommodation for school events. Please refer to the staff website for prerequisite forms and timelines. All forms must be returned to the Permit Office at least three weeks prior to the event to ensure that all necessary approvals have been obtained.
- 3.5 School use requests that result in the cancellation of a date on a fee paying rental contract must be made a minimum of one calendar month prior to the date(s) required. Every effort should be made to minimize the number and frequency of cancellations by as much advance planning as possible. Cancellation of a multiple event or repetitive permit will not be allowed. Superintendent of Business and Facility Services approval will be required for school use requests that result in cancellations of fee paying rental contracts with less than one month's notice.
- 3.6 Block booking of facilities to hold a day and time without an event planned is not permitted. Every effort should be made to utilize school hours and minimize the number of week nights booked for repetitive school events. Applications are required for all after hours school events, including set-up dates and inclement weather dates.

- 3.7 Applicants shall be responsible for determining that the facilities are fit, safe and suitable for their permitted activity.

4. Regulations

- 4.1 Administration of Rental Contract
- 4.1.1 Rental contracts will not be issued for use of facilities during and after school hours when the use interferes with regular school use as determined by the principal, in consultation with the Permit Office.
- 4.1.2 The contract holder is responsible for ensuring the school property is vacated promptly at the time specified on their rental contract or they will be charged for additional custodial time.
- 4.1.3 The custodian is not authorized to permit the use of any facilities or equipment other than that indicated on the rental contract.
- 4.1.4 No school will be used where a custodian is not available.
- 4.1.5 Additional custodial service may be required, subject to availability of custodial staff. This service will be charged to the user in accordance with the rates for overtime as set out in the current facilities rate schedule.
- 4.1.6 The board maintains the right to deny permit requests for activities and/or equipment use that can potentially cause damage to the facilities or pose a risk of injury to the participants.
- 4.1.7 The board maintains the right to cancel or alter any rental contract and will provide seven days notification, if possible.
- 4.1.8 The rental contract holder has no claim to compensation from the board for any loss, damages or expense resulting from such cancellation.
- 4.1.9 The rental contract holder will confine their activity to the designated facilities as indicated on the contract, and associated corridors/washrooms/changerooms.
- 4.1.10 Community use groups may use the Education Centre through the issuance of rental contracts provided normal operations and the requirements of various system groups are not interrupted.
- 4.1.11 Facility rentals are not first come first serve. Every effort will be made to distribute permits as equitably as possible to applicants who submit requests by June 30. Determining factors include, but are not limited to, general priority of group types (school/board sponsored first, Group A second, Group B third, Group C fourth), groups in good standing, group size, number of teams, number of spaces requested, availability, and suitability of the facility requested. If multiple applications are submitted in the same priority level, space will be allotted by area of the county, using a randomized list. Block-booking of facilities without an event planned is not permitted.
- 4.1.12 The board will encourage joint use agreements for the outdoor use of facilities with municipalities.
- 4.1.13 School days will be established in the SCDSB's school year calendar and school hours are defined as being from 7 a.m. to 6 p.m. inclusive, for elementary schools and 7 a.m. to 7 p.m. inclusive, for secondary schools. School facilities, exclusive of fields, are normally available for community use after 6 p.m. for elementary schools and after 7 p.m. for secondary schools. The Permit Office has the authority to administer flexible times where appropriate.

- 4.1.14 School facilities will be available for community use subject to the following:
 - 4.1.14.1 No rental contracts are available during professional activity days, winter break, March Break, Easter Monday, and statutory holidays, except for rental contracts to carry out religious services. (Municipal use may be allowed with fees as determined.) No community permits for overnight use of facilities including parking lots are available.
 - 4.1.14.2 Limited summer permits will be available from the first week of July up until the last two weeks prior to the school year commencing, Monday to Thursday, daytime period only. Confirmation of summer permit requests will not be available until after June 1. Approvals will be dependent upon school availability which is limited in the summer period and may be subject to change.
 - 4.1.14.3 Rental contracts will not be granted for the use of school facilities during the two weeks prior to the end of the school year, regularly scheduled maintenance projects, two weeks prior to the school year commencing and during the first week of school.
 - 4.1.15 The board must comply with the terms as set out in the *Election Act* for use by Federal, Provincial and Municipal governments that override all other uses.
 - 4.1.16 The board maintains the right to insist on appropriate security measures for any event, costs to be borne by the applicant. Proof of same must be provided to the Permit Office prior to the approval of the event.
 - 4.1.17 At the board's discretion, separate permits may be required for repetitive bookings that involve more than one week night or time slot.
 - 4.1.18 Permits for faith based services are available for elementary schools only.
- 4.2 Restrictions on Contract Holder
- 4.2.1 No contract will be granted unless confirmed by an individual of 18 years of age or older and an individual of 18 years of age or older will be in attendance for the duration of the rental contract.
 - 4.2.2 The contract 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.
 - 4.2.3 The board will not be responsible for any personal injury, damage, loss or theft of clothing/equipment of the user group.
 - 4.2.4 The contract 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 contract are met.
 - 4.2.5 Subletting of space by the contract holder is not permitted.
 - 4.2.6 Transferring of space by contract holders is not permitted.
 - 4.2.7 Contract holders must familiarize themselves with all emergency exits. User groups are not to obstruct aisles, hallways or exits.
 - 4.2.8 Smoking and/or vaping in school buildings or on school property is strictly prohibited.
 - 4.2.9 The consumption and/or sale of alcoholic beverages on school premises are strictly prohibited.

- 4.2.10 The contract holder will ensure that all activities adhere to prevailing by-laws and that all necessary licenses, permits etc. are obtained.
- 4.2.11 No changes will be allowed to electrical services without the approval of the Superintendent of Business and Facility Services or their designate.
- 4.2.12 Parking is only permitted in designated areas. Overnight parking is not permitted. Fire routes and driveways shall not be blocked. Failure to comply may result in ticketing and/or towing.
- 4.2.13 The contract holder will be responsible for all charges incurred by the board as a result of improper use of fire or security alarms.
- 4.2.14 The contract holder requires approval from the Permit Office for permission to allow specified animals on board property.
- 4.2.15 The contract holder must obtain approval from the Permit Office if food or beverages will be brought into and/or consumed in the facilities.
- 4.2.16 Only non-marking rubber soled shoes shall be worn in gymnasiums for sport activities.
- 4.2.17 Failure or refusal by the contract holder/user group to adhere to the rental contract regulations may result in cancellation and refusal to grant any further rental contracts for the use of board facilities.
- 4.2.18 The contract 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.

5. Operating Procedures

- 5.1 All applicants are required to obtain and complete the Application for the Use of School Facilities attached with supplementary documentation as required, including proof of insurance as set out in section 5.9 and 5.10.
- 5.2 The permit application is available on the board website at www.scdsb.on.ca under Community, Community Use of Schools.
- 5.3 All applications must be received by the Permit Office a minimum of 15 working days prior to the event and be accompanied with the appropriate administration fee. Administration fees are non-refundable, unless the facility is not available.
- 5.4 All questions regarding rental contracts or use of schools should be directed to the Permit Office at the Education Centre, 1170 Hwy 26, Midhurst, ON L9X 1N6 (705) 728-7570 or (705) 729-2265, or via email at permits@scdsb.on.ca.
- 5.5 All school facility bookings are processed through the Education Centre Permit Office, not through the individual schools.

- 5.6 An alteration fee may be applied, if times or other permit details are changed.
- 5.7 Rental contracts will not be granted for the use of school facilities during the two weeks prior to the end of the school year, regularly scheduled maintenance projects, construction and major renovation projects, two weeks prior to the school year commencing and during the first week of school. Special consideration may be given for school use events such as Grade 9 orientations, board in-services, etc. Approval must be obtained from the Superintendent of Business and Facility Services through the Permit Office.
- 5.8 Permit booking times are subject to change due to custodial shift changes during the school year. The Permit Office will notify all permit holders affected. In order to avoid custodial overtime fees, a change to end times may be required.
- 5.9 An applicant must be 18 years of age or older to obtain a permit.
- 5.10 All rental contract holders shall carry liability insurance of at least \$2 million and name the SCDSB as additional insured. An insurance certificate, proving compliance with this requirement shall be provided before the application is approved.
- 5.11 All applicants must provide an alternate contact for their event, including a phone number and email address.
- 5.12 When the application has been confirmed, the applicant will be notified of estimated permit fees. The estimated permit fee must be paid in full at least 10 working days prior to the event. The Permit Office will only invoice for additional fees, where applicable (e.g. additional custodial cleanup costs, equipment costs, etc.). Approved permits will be issued once the Permit Office has received all necessary documentation, including insurance and payment.
- 5.13 A fee of \$25 dollars shall be charged for non-sufficient funds (NSF) cheques, and may result in the cancellation and/or denial of further use of board facilities.
- 5.14 Collection agency fees may be added to overdue accounts where necessary.
- 5.15 Where the cost of rental exceeds \$500, alternative payment options may be considered.
- 5.16 Copies of the approved rental contract will be distributed to the applicant, the principal, the custodian, and the Permit Office will retain one copy.
- 5.17 Community permit applications for repetitive events should be submitted by June 30 in order to allow sufficient processing time. Processing of applications received after June 30 for repetitive events cannot be guaranteed.
- 5.18 Community permit applications for outdoor facilities should be submitted by March 1 in order to allow time for field assessments and sufficient permit processing time. Applications received after March 1 cannot be guaranteed.

- 5.19 Community permit applications for summer use should be submitted by April 30 in order to allow sufficient processing time. Applications or revisions received after June 15 for summer permits cannot be guaranteed. All summer permits are subject to change. The board will provide seven days notification, if possible.
- 5.20 The Permit Office must be notified of cancellations and/or changes as soon as possible. Cancellation and alteration fees will be applied as per the rate schedule.
- 5.21 Rental contracts for repetitive events will be cancelled if the contract holder has not informed the Permit Office of scheduled non-use, and the number of non-use dates exceeds four, or if the number of consecutive cancellations exceeds one month.
- 5.22 Failure to notify the Permit Office of a decision not to use a date on a rental contract will result in a “non-use of a booked facility” fee as per the rate schedule. Same day notification is acceptable. See sections 5.23 and 5.24 for inclement weather situations.
- 5.23 Rental contracts will be invalid during the days when the schools are closed due to inclement weather or for temporary purposes as per Policy 4470 – Temporary Closing of Schools, and APM A3020 – Inclement Weather, Closing (Temporary) of SCDSB Facilities. Refunds or rescheduling of cancelled events must be applied for within the school year.
- 5.24 Where the contract holder cancels a permit due to inclement weather, they must notify the Permit Office by the next business day in order to be entitled to a refund or rescheduling of the event. Same day notification is preferred; voice mail messages to the Permit Office are acceptable. The cancellation fee will be waived where the proper notification has been given. Rescheduling must be applied for within the school year. Failure to notify the Permit Office within these guidelines will result in the charge of a non-use of a booked facility fee.
- 5.25 If the board cancels a rental contract due to performance or damage issues, the refund will be calculated on a prorated basis less any damage costs incurred.
- 5.26 Refunds are provided by electronic funds transfer. Banking information will be required for this transfer.
- 5.27 Applicants are required to pay the applicable fees for any time that exceeds the information stated on the rental contract. Additional custodial fees will be levied if additional cleaning is required after the event.

6. Use of Grounds

- 6.1 School grounds shall be made available for organized use by permit only during the following hours:
- 6.1.1 Weekdays 6:30 p.m. to dusk.
- 6.1.2 Weekends/Holidays 8 a.m. to dusk.

- 6.2 The school principal's approval is required for the use of school grounds prior to 6:30 p.m. on weekdays, during the school year.
- 6.3 Limitations on the use of school grounds shall be at the discretion of the board in areas where facilities are limited or where problems could arise because of extensive wear and tear on playing fields.
- 6.4 Fields/diamonds will be considered unplayable if the following conditions exist:
 - 6.4.1 ponding of water on the surface of the field/diamond;
 - 6.4.2 water sponging up around one's feet when walking on the field/diamond;
 - or,
 - 6.4.3 weather conditions – lightning, thunderstorms.
- 6.5 If the conditions in section 6.4 occur, the field/diamond will be considered unplayable and the practice/game/activity cancelled or rescheduled. The board shall have the exclusive right to cancel any practice/game/activity booked due to wet field conditions.
- 6.6 If a user group arrives at a field/diamond and these conditions exist or if these conditions develop during the course of a practice/game/activity, they are not permitted to play on the field/diamond.
- 6.7 If a user group ignores the unplayable conditions:
 - 6.7.1 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;
 - 6.7.2 the user group could be held liable and responsible for accidents, or injuries incurred because of unsafe conditions; and,
 - 6.7.3 the user group may have their permit suspended, or revoked for any future use of a field/diamond.
- 6.8 If a user group is unable to play due to wet field conditions, they should notify the Permit Office by the next business day in order to receive a credit, if applicable.
- 6.9 The board will attempt to prepare fields for play by May 1, weather and field conditions permitting. Field bookings will not be permitted after October 31.
- 6.10 All school grounds are booked for their intended use only as specified on the rental contract.
- 6.11 Motorized vehicles shall not be permitted on school property, except for approved parking in designated parking areas only.
- 6.12 Any damage to the grounds as a result of the permitted use is to be reported promptly to the Permit Office.
- 6.13 It is the responsibility of the user group to properly dispose of all litter at the end of the event. Clean up fees will be charged to groups where litter is left on site.

- 6.14 There will be no access to the interior of the school building unless a permit has been obtained allowing for same.
- 6.15 The facilities rate schedule for use of facilities and user group category definitions are attached as APPENDIX A.

7. Joint Use, Reciprocal and Cost Sharing Agreements

- 7.1 The board will encourage joint use agreements for indoor and/or outdoor use of facilities with municipalities.
 - 7.1.1 Joint Use – Reciprocal Agreements: the board will encourage municipalities to enter into Joint Use Reciprocal Agreements with the SCDSB where municipal facility costs are reduced for school use in exchange for use of school board facilities at discounted rates.
 - 7.1.2 Joint and Cost Sharing Agreements are established between municipalities and the SCDSB for co-builds where costs are shared. Rules and regulations for the use of board facilities are determined in the Joint and Cost Sharing agreements in accordance with Policy 2340 – Community Use of Facilities and APM A1220 – Community Use of Facilities.

Approved
Revised

June 25, 2002

August, 2002; September, 2005, February 2006, March 26, 2009,
June 2010, October 2011, May 2013, September 2014, September 2015,
September 2016, October 2017, June 2022

Issued under the authority of the Director of Education

RATE SCHEDULES FOR USE OF FACILITIES**1. Definition of User Groups****1.1 School/Board Associated Groups and Activities**

- School Council and subcommittee activities
- Student Council activities
- School board activities and programs
- School co-instructional and extracurricular activities
- School related functions such as retirements/reunions
- Trustee forums and meetings
- College and university groups supporting SCDSB activities
- Home and School Associations

1.2 Group A

- Community youth groups such as Scouts Canada, Girl Guides Canada and other leadership programs
- Community house league youth groups such as “house league” basketball, volleyball, soccer, baseball, etc.
- Youth programs/groups provided by community church and religious groups
- Municipal youth classes and youth recreation uses where a joint use agreement with the SCDSB exists
- Representative (Rep) youth athletic and sports groups such as “rep league” basketball, volleyball, soccer, baseball, etc.

1.3 Group B

- Adult recreational, athletic and pick up sports
- Municipal adult classes and recreation uses where a joint use agreement with the SCDSB exists.
- Ratepayer Associations
- Health Services such as St. John’s Ambulance/Canadian Blood Services

1.4 Group C

- Church and religious groups
- Political parties
- Federations and unions
- Fundraisers, including non-for-profit organization fundraising
- Profit and not-for-profit theatrical, entertainment, concert, performance groups events such as rehearsals, recitals and performances
- Personal rentals for invitation only events (i.e. birthday parties).
- Commercial groups
- College and university groups

1.5 Community Use of Schools (CUS) Program Group

- Eligible not-for-profit groups that are not fundraising or conducting a theatrical, concert, performance or entertainment event

- Municipal youth and adult classes and recreation uses where a joint use agreement exists
- Organization must contact Permit Office to confirm eligibility

2. Administration and Processing Fees

Fee Charged per permit or per occurrence	A	B	C
Administration Fee - Single Event Permit (per permit)	\$30	\$35	\$80
Administration Fee - Multiple / Repetitive Event Permit (per permit) *	\$40	\$60	\$160
Cancellation - Single Date of Repetitive Permit (per occurrence) **	\$0	\$0	\$15
Cancellation - Permit or Session (per occurrence)	\$5	\$5	\$15
Alterations (per occurrence)	\$5	\$10	\$15
Non-use of a booked facility (per occurrence) ***	\$5	\$10	\$15
Air Conditioning – July/August	Contact Permit Office – rates vary per school		

* Administration fee applied on a weekly basis for summer camps.

** Single date cancellations on repetitive permits – maximum 5 cancellations per permit. New permit to be issued after 5 cancellations with applicable administration fees.

*** Non-use is a penalty for not attending – maximum 5 non-use dates per permit. New permit to be issued after 5 non-use charges with applicable administration fees.

3. Indoor Facility Fees Per Hour

Facility	A **	B **	C
Classroom/staffroom*	\$2.10	\$5.15	\$10.25
Library - Elementary*	\$4.40	\$10.65	\$21.35
Library - Secondary*	\$9.90	\$24.10	\$48.20
Lecture hall*	\$9.90	\$24.10	\$48.20
Cafeteria (No Kitchen)	\$10.65	\$25.95	\$51.95
Single gym	\$7.05	\$17.15	\$34.30
Double gym	\$15.85	\$38.70	\$77.35
Triple gym	\$26.55	\$64.75	\$129.50
Little Theatre	\$10.65	\$25.95	\$51.95
Education Centre – Meeting Room	\$10.65	\$25.95	\$51.95
Education Centre – Roy Edwards Meeting Room	\$26.55	\$64.75	\$129.50

* Require prior approval of school principal.

**Indoor facility fees are reduced to \$0.00 for eligible groups in category A and B from the CUS Program.

4. Outdoor Facility Fees – Per Use

Recreational leagues using outdoor facilities (where reciprocal agreements with municipal recreation authorities are not in effect) will be charged \$10 per use to a maximum of \$70 per permit to support maintenance of facilities.

Facility	A/B/C
Soccer Pitch / Football Field / Ball Diamond / Outdoor Playing Field / Running Track	\$10 per use, maximum \$70 per permit
Gate Keys where applicable	\$10 replacement cost for keys not returned.

5. Staff Assistance – Per Hour

Custodial coverage is required before permit start times and after permit end times for set-up and clean-up. Hours vary depending on permit requirements and are estimated in advance. Permit holders are responsible for actual hours worked by custodial staff and/or student technicians and will be charged for any additional hours after permit completion.

Staff Assistance	A/B *	C
Custodial - Monday to Friday Regular	N/A	\$25.30
Custodial - Monday to Friday Overtime (September-June)***	\$38.00	\$38.00
Custodial – Saturdays**	\$38.00	\$38.00
Custodial – Sundays**	\$51.00	\$51.00
Custodial - Summer Friday Rate (July/August)***	\$38.00	\$38.00
Student Technician	\$13.30	\$13.30

* Category A and B - Custodial costs are reduced by 35% for Monday to Friday overtime, Saturday and Sunday rates for eligible not-for-profit groups from the CUS Program. Summer Friday custodial rates are not discounted. Student technician rates are reduced by 50% for eligible groups from the CUS Program.

** Minimum of 3 hours.

*** Where custodial coverage is available.

6. Equipment Fees – Per Use

Equipment	A/B/C	Notes
Regular piano/Keyboard	\$40	Tuning extra
Grand piano	\$75	Tuning extra
Overhead projector	\$15	
LCD Computer supported projector	\$125	
Screen	\$5	
DVD/television	\$25	
Scoreboard	\$10	
Sound system (includes microphones)	\$100	Technician may be required
Lighting system	\$50	Technician may be required
Tables	\$10	Maximum of \$40 per day
Basketball Nets ❖	\$10	❖
Badminton nets and standards ❖	\$10	❖
Volleyball nets and standards ❖	\$20	❖
Volleyball antennae, padding, ref stand	\$10	
Balls	\$10	e.g. basketballs, volleyballs, soccer balls, dodge balls, etc.
Mats	\$10	
Chairs	\$25 Per 100	Maximum of \$100 per day
Miscellaneous gym equipment (other equipment not listed in chart)	\$10	Equipment not listed in chart - all subject to availability **
Music Stands	\$10	

❖ These equipment fees are reduced to \$0.00 for eligible not-for-profit groups in category A and B from the CUS program.

** Equipment availability varies with each facility, and requires the approval of the principal. Other equipment may be used with prior approval of the principal. All equipment charges will be determined in each case by the Permit Office in consultation with the principal.