



Community Use of Schools and Facilities Handbook

March 2024

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INTRODUCTION

It is the policy of the Upper Grand District School Board (UGDSB) to make its facilities available for community use in a manner that is both fair and equitable. The Community Use of Schools (CUS) program works in partnership with the board's staff and its diverse communities to foster an ongoing relationship of interaction and intercommunity. The CUS program supports the objectives of the UGDSB and works to protect the board's property, staff, and role in the community. This policy addresses the use of facilities during times that such facilities are not required for school programs or board-related activities. Community use of schools primarily occurs after regular school hours.

DEFINITIONS

Applicant

The applicant is the person who submits the community use application. All applicants to the UGDSB Community Use of Schools program shall be a minimum of 18 years of age.

Community Users

Community users include anyone who attends a community use event.

Community Use Event

A community use event is any event held at a board facility that is applied for through the Community Use of Schools (CUS) program and for which a community use permit has been issued.

Community Use Permit

A community use permit is issued by the UGDSB and is the authority for the use of a school for all community use events.

Continuous Users

A Community Use Permit Holder, whose contract extends through the school year, is referred to as a Continuous Use Permit Holder.

Facilities

Under this policy, facilities for booking include internal (e.g., gymnasiums, classrooms) and external locations (e.g. sports fields) as available.

Permit Holder

The permit holder is the person and/or organization named on the Community Use Permit.

Permit Holder Designate

The permit holder designate is the person designated by the permit holder to be the representative at the community use event if the permit holder is unable to attend the community use event.

UGDSB Representative

A UGDSB representative in the CUS program is a board-trained person who is in attendance during CUS events. The representative must be a custodian, contract custodian or other UGDSB staff assigned by the CUS Coordinator.

RULES AND RESPONSIBILITIES

1. THE COMMUNITY USE OF SCHOOLS PROGRAM

Through the CUS program, organizations and individuals can use school facilities for various kinds of activities.

2. ELIGIBLE USERS

Most individuals, organizations and recreational groups can use UGDSB facilities for a variety of programs and recreational activities. Applicants must be at least 18 years of age. CUS permit holders shall abide by all UGDSB policies, municipal, provincial, and federal laws, and regulations.

3. AVAILABLE FACILITIES

A wide range of school facilities may be available for use by the community, including gymnasiums, cafeterias, auditoriums, grounds, and secondary school classrooms.

The UGDSB, schools, and Continuing Education have the right of first refusal for all school facility space for their program needs.

4. E. L. FOX THEATRE

E.L Fox Theatre is booked through the UGDSB CUS booking portal. The CUS permits for EL Fox are the responsibility of the EL Fox Coordinator and are administered by the CUS Coordinator.

5. DATES AND TIMES OF AVAILABILITY

CUS hours of availability vary due to school needs and requirements. The following is a general description of available times for CUS.

Professional Activity/Professional Development Days

Some organizations run programs for school age children on PA/PD days. Should a school be available for a PA/PD Day program, permission may be granted by the CUS department to run a PA/PD Day program during the day. It is the CUS program's responsibility to confirm the use of the space on PA/PD days with the principal before approving the permit.

Elementary School Availability

Generally, elementary schools are available for CUS every school day, from 6PM-10PM, depending on the availability of a UGDSB representative.

Generally, elementary schools are available for CUS on the weekends, from 8AM-10PM depending on the availability of a UGDSB representative.

On long weekends elementary schools are not available for CUS on Saturday, Sunday, and the designated holiday(s) of the weekend.

During the winter, March, and summer breaks, UGDSB elementary schools are not available for CUS. Some schools may, however, be used by organizations to run camps (between 7AM-6PM) and other organizational day programming that supports families with childcare needs.

Winter break camp permit applications must be in by November 1st in order for the UGDSB to plan its winter break work and construction schedule. Winter break permits may not be approved until December 1st.

March break camp permit applications must be in by February 1st in order for the UGDSB to plan its March break work and construction schedule. March break permits may not be approved until mid-February.

Summer break camp permit applications must be in by May 1st in order for the UGDSB to plan its summer break work and construction schedule. Summer break permits may not be approved until May 15th.

CUS is not available for a four-week period; for the two weeks prior to the opening of the new school year and the two weeks following.

Secondary School Availability

Generally, secondary schools are available for CUS every school day, from 7PM -10PM depending on the availability of a UGDSB representative.

Generally, secondary schools are available for CUS on the weekends from 8AM-10PM depending on the availability of a UGDSB representative.

On long weekends secondary schools are not available for CUS on the Saturday, Sunday, and the designated holiday(s) of the long weekend.

During the winter, March, and summer breaks UGDSB secondary schools are not available for CUS. Some schools may, however, be used by organizations to run camps (between 7AM-6PM) and other organizational day programming that supports families with childcare needs.

During winter, March and summer breaks some secondary schools may be available for organizations to run camps (from 7AM-6PM) and other organizational day programming that supports families with childcare needs.

Winter break camp permit applications must be in by November 1st in order for the UGDSB to plan its winter break work and construction schedule. Winter break permits may not be approved until December 1st.

March break camp permit applications must be in by February 1st in order for the UGDSB to plan its March break work and construction schedule. March break permits may not be approved until mid-February.

Summer break camp permit applications must be in by May 1st in order for the UGDSB to plan its summer break work and construction schedule. Summer break permits may not be approved until May 15th.

CUS is not available in secondary schools for a four-week period; for the two weeks prior to the opening of the new school year and the two weeks following.

6. BOOKING A FACILITY

Previous Users

Any applicant that currently has a booking with the UGDSB can book for the next school year no earlier than **July 1st** and no later than **August 15th**.

Previous user applications must be for the same facility, same days of the week, and same times as the previous year, otherwise it will be considered a new application and will be denied.

The UGDSB works to ensure that all Previous Users are booked into their previous time slots, though this may not always be possible due to facility changes and schools' need for space.

New Permit Applications

New CUS applications will be accepted starting September 15th of the new school year.

7. ONLINE BOOKING PROCESS

The website ugdsb.ebasefm.com/communityuse allows the public to check availability of school facilities, complete the booking process, pay for bookings, and generate a CUS permit.

A CUS applicant must have an account and login to be able to book a UGDSB facility.

Previous users who have booked an UGDSB facility and have not received their login information can call the CUS Clerk for assistance at 519-822-4420 ext. 833.

New CUS applicants, who have never booked an UGDSB facility, can watch the introductory video on the website homepage to assist them in booking their UGDSB facility.

If you are unsure of your account status, please email community.use@ugdsb.on.ca or call the CUS Clerk for assistance with account set up.

When the application is processed the CUS Permit will be emailed to the applicant. The permit may take up to **three weeks to be processed**.

Request for CUS bookings without 5 business days' notice will not be approved.

Payment (by credit card or cheque only) is expected within 30 days of issuing the community use permit. Online credit card (VISA and Master Card) payment is available through the booking website. Credit card payment is the easiest and most efficient method of payment. Continuous users may pay in installments; contact the CUS Clerk for assistance.

8. FEE CATEGORIES

Category A

- Registered non-profit organizations that are funded by government, grants, or fundraised funds to supply free community programming for children and youth under 18 years of age

- Registered non-profit organizations that are funded by government, grants, or fundraised funds to supply free social services for children, youth, and adults.

Category B

- Registered non-profit organizations that offer fee-based programming for children and youth under the age of 18.

Category C

- Adult recreation (if any member of the group is 18 years and over)
- Children's recreation (not associated with a NFP organization)
- Birthday parties, family gatherings, celebrations of life, etc.
- Educational organizations, including colleges and universities
- Not-for-profit charitable/fundraising events
- Not-for-profit cultural events
- Craft sales
- Political events representing registered parties and groups represented by elected officials (except during election periods)
- Activities (e.g., recreational, meetings or workshops) of a private nature sponsored by community residents or commercial enterprises for non-profit purposes
- Not-for-profit tournaments
- Not-for-profit theatrical, film, and dance productions.

Category D

- Government (Municipal, Provincial, Federal)

Category E

- Staff use of school space. All participants must be UGDSB employees for this fee category to apply. Admin Fee is applied to permit. Liability Insurance must be purchased through the CUS Department.
- Community-based School Council events. (e.g. movie night, dances, etc.). Admin fee applied to permit. School Councils must have their own School Council insurance.

Category F

- Businesses
- Church services

- Commercial theatrical, film, and dance production
- Activities or programs sponsored by commercial enterprises for corporate gain
- Activities or programs sponsored by private individuals for private gain.

During the booking process you may be asked to clarify your not-for-profit status with appropriate documentation (e.g. letters patent, etc.).

9. FEE SCHEDULES

HOURLY RENTAL FEES Effective September 2024

Category	A	B	C	D	E	F
Classroom, Elementary Foyer, and any area not listed	\$0.00	\$3.00	\$6.00	\$7.00	\$0.00	\$35.00
Library	\$0.00	\$3.00	\$10.00	\$7.00	\$0.00	\$30.00
Single Gym, Lunchroom or Multi-Purpose Room, Seminar Room, Secondary Foyer, Staff room	\$0.00	\$3.00	\$12.00	\$12.00	\$0.00	\$50.00
Double Gym or Cafeteria/Cafetorium	\$0.00	\$3.00	\$15.00	\$12.00	\$0.00	\$80.00
Lecture Hall	\$0.00	\$3.00	\$15.00	\$7.00	\$0.00	\$40.00
Auditorium	\$0.00	\$3.00	\$30.00	\$7.00	\$0.00	\$100.00
Fields or Ball Diamonds	\$0.00	\$3.00*	\$10.00*	\$10.00*	\$0.00	\$10.00

*Cost per booking

HOURLY BOARD REPRESENTATIVE (CUSTODIAL) FEES

A Board Representative familiar with all emergency and security procedures must be on site for all CUS permits*. Charges will include the time for preparation, the event, the cleanup, and the security check.

Effective September 2024

HOURLY BOARD REPRESENTATIVE CHARGES FOR CATEGORY A, B AND E	
TIMES	CHARGES
Weekday	\$0.00/hr.
Saturday	\$0.00/hr.
Sunday and Holidays	\$0.00/hr.

HOURLY BOARD REPRESENTATIVE CHARGES FOR CATEGORY C	
TIMES	CHARGES
Weekday	\$0.00/hr.
Saturday/Weekday (Custodial Call-In)*	\$15.00/hr.
Sunday and Holidays	\$25.00/hr.

*\$15/hour will be added if a custodian must be called in for weekday overtime.

HOURLY BOARD REPRESENTATIVE CHARGES FOR CATEGORY D	
TIMES	CHARGES
Weekday (School Days)	Cost Recovery
Weekday (School Breaks) & Saturday	Cost Recovery
Sunday and Holidays	Cost Recovery

HOURLY BOARD REPRESENTATIVE CHARGES FOR CATEGORY F	
TIMES	CHARGES
Weekday (School Days)	\$37.50/hr.
Weekday (School Breaks) & Saturday	\$50/hr.
Sunday and Holidays	\$75/hr.

10. OTHER FEES

Non-refundable Administration Fee:

- \$35.00 (+HST) applies to all Community Use of Schools permits.

No-show Fee:

- \$25 (+HST) and 3 hours of non-subsidized custodial overtime costs (if applicable).
- No-show is for any approved booking that you do not attend.
- 3 hours of non-subsidized custodial costs will be applied if a custodian has been scheduled for overtime duty at a school for a Community Use of Schools permit.

Late Cancellation Fee:

- \$25 (+HST) and 3 hours of non-subsidized custodial overtime costs (if applicable).
- Late Cancellation Fee applies when the UGDSB receives less than **three business days'** notice of a cancellation.
- 3 hours of non-subsidized custodial costs will be applied if a custodian has been scheduled for overtime duty at a school for the cancelled community use permit.

Permit Change Fee: \$15 (+HST) per change.

- First change – no cost, all following permit changes are \$15.00 per change.

For one-time events all fees and charges must be paid before a CUS Permit will take effect.

Fees for Continuous Use permits may be paid in installments at the discretion of the Manager - Communications and Public Relations or designate.

If a booking is approved and you do not attend within the first hour on school days, the custodian may leave the school, and you will be charged a no-show fee and all applicable custodial charges.

If a booking is approved and you do not attend within the first hour on weekends or non-school days, the custodian will leave the school and you will be charged a no-show fee and all applicable custodial charges.

11. INSURANCE REQUIREMENTS

Every permit holder must have liability insurance with at least \$2,000,000 coverage. A permit holder can buy liability insurance through the UGDSB if they do not have their own.

A permit holder must present an up-to-date liability insurance certificate naming the UGDSB as an additional (secondary) insured prior to their CUS event. The UGDSB's school insurance does not cover individual people or groups who use UGDSB facilities for CUS. Each application must have its separate insurance certificate. The UGDSB cannot photocopy or transfer insurance certificates.

UGDSB staff who rent a school facility under the CUS program must provide minimum \$2,000,000 liability insurance.

To purchase liability insurance through the UGDSB click 'Purchase Insurance' when filling out your application. Contact the CUS Clerk at 519-822-4420 xt.833 for specific rates.

12. CRIMINAL RECORD CHECKS WITH VULNERABLE SECTOR SCREENING

Community users who enter a UGDSB facility prior to 6PM on a school day may need to provide a current (within the last six months) Vulnerable Sector Check to the CUS Clerk prior to their CUS event.

13. UGDSB REPRESENTATIVE ONSITE AT SCHOOLS

A UGDSB representative shall be present at all times while a CUS event is taking place.

The UGDSB representative's role does not include CUS groups' set up or take down of furniture or equipment. The UGDSB representative's main responsibility is to ensure the safety of the building and assist the CUS group in maintaining a safe and healthy environment.

Board representative fees may vary by an extra hour depending on your booking - as a custodian begins working 15 minutes prior to your booking and works at least 45 minutes after your booking.

Extra charges may be applied for additional clean up time, if necessary.

If a custodian is scheduled for your CUS booking a minimum of 3 hours custodial costs may apply on a cost recovery basis.

14. CUS PERMIT HOLDER'S RESPONSIBILITIES

The Permit Holder or Permit Holder Designate is responsible for all participants' and guests' behaviour during their time on UGDSB property.

All members of a CUS group (participants, spectators, coaches, etc.) that attend a UGDSB CUS event will treat all UGDSB staff and CUS group members with tolerance and respect. Any abuse or maltreatment will lead to immediate cancellation of the CUS permit.

The Permit Holder or Permit Holder Designate shall abide by all UGDSB policies, municipal, provincial, and federal laws, and regulations.

The Permit Holder or Permit Holder designate must be present at the CUS event. This person is the contact for any questions or concerns about the contract or the group's behaviour.

The Permit Holder or Permit Holder Designate is responsible to ensure that all participants have left UGDSB property by the time stated on the CUS Permit.

Community users are responsible for all costs incurred by the accidental triggering of an alarm or security system. Alarm and security systems are the sole responsibility of UGDSB personnel and specifically trained UGDSB representatives.

Permit Holders are responsible for the cost of damage to UGDSB facilities caused by the actions of permit holder, participants, or guests.

15. SMOKING/VAPING ON UGDSB/SCHOOL PROPERTY

Smoking/vaping on any area of UGDSB property (buildings and grounds) is against the law. The Permit Holder or Permit Holder Designate is responsible to ensure that none of their group's members smoke/vape on school property.

The *Smoke Free Ontario Act* states that all violations of the law must be reported to the local Public Health office or police for enforcement. Violation of the law comes with large fines.

16. EMERGENCY PROCEDURES

An UGDSB representative or a telephone may not be readily available in case of emergency. CUS groups should bring a cell phone to CUS events. Should there be an emergency that needs immediate attention call the appropriate emergency services by dialing 911. In case of fire, and if it is safe to do so, a community user should pull the fire alarm and all community users should immediately leave the building.

If there is a problem with equipment and/or facilities in the building inform the UGDSB representative of your concerns.

Violent incidents must be reported to the UGDSB representative immediately. The police may be called, and charges may be laid. Upon review the CUS Permit Holder may face cancellation of their permit and may be banned from any future use.

17. DAMAGE TO SCHOOL PROPERTY

If a CUS group damages UGDSB property it must be immediately reported to the UGDSB representative who will inform the CUS Coordinator. The cost to repair or replace damaged property is the responsibility of the CUS Permit Holder.

Any equipment that may scratch, mark, or break UGDSB property is not allowed in schools. If a CUS group damages UGDSB property because of equipment brought into the school, the CUS Permit Holder will be held financially responsible for all costs associated with the repair or replacement of the UGDSB's property.

18. PAYMENT

Credit card usage is the most convenient way to pay for your CUS permit. Credit cards can be added to your account by the card holder only. The UGDSB will never ask for or accept your credit card number. With your credit card added to your account, the CUS booking software will take payment monthly (last day of the month) for the previous month's bookings.

Payment can also be made by cheque. Make out all cheques to UGDSB with your permit number in the memo portion of the cheque. When mailing in a cheque have the envelope clearly state "c/o CUS Department" on the envelope.

Payment of Administration Fee, Insurance and other fixed costs are due immediately upon approval of your permit.

19. CONTINUOUS USE PERMIT HOLDERS

At the discretion of the Executive Superintendent of Business or designate, continuous use fees may be paid in separate payments, with one third of the permit paid up front, the second payment paid halfway through the permit and the third payment made one month prior to the end of the permit. Postdated cheques must be forwarded to the CUS Clerk once the permit is received. The first installment will include the administration fee, insurance cost if purchased through the UGDSB, and one-third of the rental and custodial charge (if applicable).

Credit card usage is the most convenient way to pay. Credit cards can be added to your account by the card holder only. The UGDSB will never ask for or accept your credit card number. With your credit card added to your account, the CUS booking software will take payment monthly (last day of the month) for the previous month's bookings.

20. FOOD AND DRINK IN SCHOOLS

Food is generally not allowed in a school except for cafeterias. On occasion food may be brought into the school and supplied to CUS groups, solely at the discretion of the UGDSB. If the food is sold, the CUS group may have to apply for applicable municipal licenses. The CUS group is responsible for cleanup of all food and garbage.

To reduce the risk of life-threatening allergic reactions, community users are requested not to bring into a school facility any product posted in a school as an allergy hazard, particularly peanuts and nut products. Please contact the CUS department about possible allergy concerns.

For the protection of gymnasiums, only water is allowed in UGDSB gymnasiums.

21. ALCOHOL/CANNABIS USAGE ON UGDSB PROPERTY

No Alcohol/cannabis is to be transported, consumed, bought, or sold on any UGDSB property. The consumption of alcohol/cannabis on UGDSB property may lead to immediate revocation of the CUS Permit Holder's permit.

22. ILLEGAL DRUG USE

Persons involved with illegal drug use on UGDSB property will be prosecuted.

23. EQUIPMENT USAGE

The UGDSB does not supply any equipment to community users. Use of any school equipment by CUS groups is solely at the discretion of the UGDSB.

24. COMMUNITY USER PERMIT CANCELLATION PROCEDURE

A Permit Holder may cancel a community use event without cost (except for the non-refundable administration fee) provided that written notice (email accepted) and a phone confirmation be provided to the Community Use of Schools Clerk or designate at least **three business days** prior to the date of the event. If an event is cancelled with less than three business days notice a cancellation fee will be applied. See Section 8 – Fee Schedule for the applicable fees.

If the Permit Holder cancels a CUS event with less than three business days' notice, due to inclement weather, safety, health or other emergency reasons, the late fee may be waived, and a refund may be given to the Permit Holder at the discretion of the Manager - Communications and Public Relations or designate. The administration fee is non-refundable.

A Continuous Use Permit may be cancelled by the Permit Holder with three business days' notice. A refund may be given for any unused portion of the permit. The administration fee is non-refundable.

25. UGDSB PERMIT CANCELLATION PROCEDURE

The UGDSB, on occasion, may have to cancel a booking to facilitate a school or UGDSB need for space. We will work to ensure that you receive as much notice as possible. The UGDSB will fully refund the booking costs, if applicable. If a one-time booking is cancelled by the UGDSB a full refund of the permit cost will be given, including the administration fee.

Periodically the UGDSB may cancel CUS due to unforeseen circumstances, such as inclement weather or other emergency/safety situations, or an unexpected school use. In these situations, a refund will be given to the Permit Holder (except the non-refundable administration fee). If it is a one-time CUS event, a full refund will be given including the administration fee.

CUS is cancelled in schools that are closed by the UGDSB due to inclement weather, system-wide shut down, or an emergency.

CUS occurs in schools when school buses are cancelled due to inclement weather and the school remains open.

Check the UGDSB website, www.ugdsb.on.ca for updates and information on school closures.

The UGDSB may cancel a Continuous Use Permit if the Permit Holder does not use the UGDSB facility for three consecutive scheduled dates in a row.

The UGDSB may, at its discretion, cancel a permit at any time.

26. TRANSFERRING PERMITS

CUS permits are non-transferable. If permits are transferred or shared the permit will be cancelled immediately.

27. START TIMES AND END TIMES OF CUS PERMIT

The start time on the permit describes the time that the community users are allowed to enter the school. The end time describes the time at which community users are to depart the school. Please book your permit times accordingly.

28. DOORS

For the safety of the public and staff **the propping open of doors is not allowed and will be strictly enforced.**

To ensure safety of all, entrance doors to UGDSB buildings during community use events will be open for **15 minutes prior to and 15 minutes after the permitted start time of the event.** Custodians will lock the doors 15 minutes after the start of a community use event. At all other times doors will be closed and the community use group is responsible for opening doors for their late participants.

29. KEYS

Keys or fobs will not be given out to community use groups for access to UGDSB facilities.

30. VIDEO CAMERAS

Video cameras are used in all high schools and some elementary schools for security and safety of students, staff, the public and property. Cameras are located outside of the buildings and in all cafeterias and hallways of the schools. When booking a school space, a community user and/or community user group acknowledges that they will be videoed and their image will be kept on a server for at least 15 days, before being erased. If the community user is concerned about privacy, they are responsible for

contacting the Community Use of Schools Coordinator prior to their booking to make arrangements to address their concerns.

31. PARTIES AND SOCIAL EVENTS

Parties and other social events may be allowed on a case-by-case basis in some schools. Please contact the Community Use Coordinator to discuss the possibility of holding your event at a UGDSB property. All CUS conditions and rules apply to all social events.

32. RESTRICTED ACTIVITIES

Any high-risk activity is not permitted on school property. Such activities include, but limited not to, skateboarding, baseball pitching machines, bouncy castles, etc. The Manager - Communications and Public Relations or designate has the right to refuse any community use activity on UGDSB property.

33. RESTRICTED AREAS

For overall safety, community users are restricted to the school area and the nearest washrooms as designated on their permit. All other areas of the school are out of bounds. If community users are found in other areas of the school the permit may be revoked.

34. SNOW REMOVAL

Snow removal is the sole responsibility of the UGDSB.

35. COMMUNITY GARDENS

Community Gardens (food gardens) are allowed on UGDSB property under specific circumstances. An appropriate site must be approved by the UGDSB and there must be community support and infrastructure to maintain the garden. If you have questions about a community garden, please contact the Coordinator for Community Use of Schools and/or see the online Community Garden Handbook for more information.

36. CUS PERMIT DESCRIBES THE EVENT

On the day of the CUS event, if there is any discrepancy as to what the details of a CUS event are, the CUS permit will be the final word on the event's parameters and expectations. Read the CUS permit carefully prior to the CUS event, to ensure it meets your requirements and expectations.

37. AUDITORIUM USE – TECHNICIANS AND GLITTER

School auditoriums are booked out as space only (EL Fox Auditorium excepted), The UGDSB is unable to provide technicians, equipment or technical support for auditorium/theatre bookings. If lighting and sound equipment is required for a booking, groups will need to provide their own external lighting and sound equipment.

When booking an auditorium or EL Fox Theatre the use of glitter is prohibited. A minimum \$500 clean up fee or full cost of custodial overtime hours (whichever is more) will be applied to any booking that uses glitter in a UGDSB facility.

COMMUNITY USE CONTACTS

Community Use Coordinator

Andrew Seagram
500 Victoria Road North
Guelph, ON N1E 6K2
519-822-4420 ext. 800
andrew.seagram@ugdsb.on.ca

Community Use Clerk

Jordan Faye
500 Victoria Road North
Guelph, ON N1E 6K2
519-822-4420 ext. 833

General Inquiries Email: jordan.faye@ugdsb.on.ca or community.use@ugdsb.on.ca

