HEALTH & SAFETY PORTION

• FIRE REGULATIONS AND PLANS

• CRITICAL INJURY REPORTING AND YOUR ROLE
COMMUNITY USE OF SCHOOLS
YEAR IN REVIEW - HWCDSB

• Subsidized 1.5 million to NFP’s
  (rental fees/custodial fees/weekend utilities)
• 2,444 permit requests
• Over 2 million participants in & out of our doors

TYPE OF ACTIVITY

1. Sport & Recreation
2. Childcare Programs
3. Educational Programs (After school)
## HISTORY OF USE

<table>
<thead>
<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL PERMITTED HOURS</strong></td>
<td>24,590</td>
<td>82,470</td>
<td>98,674</td>
<td>90,780</td>
<td>104,501</td>
<td>107,072</td>
<td>115,729</td>
<td>111,009</td>
<td>114,590</td>
<td>155,514</td>
</tr>
<tr>
<td><strong>TOTAL NUMBER PERMITS-granted</strong></td>
<td>366</td>
<td>1333</td>
<td>1524</td>
<td>1531</td>
<td>1934</td>
<td>2038</td>
<td>2095</td>
<td>2178</td>
<td>2238</td>
<td>2444</td>
</tr>
</tbody>
</table>
NEW

• CUS Policy – every three years
• Procedure manual
• Web design (upcoming)
• Smoking – to include Cannabis/Vaping – 20 m perimeter

On ADMIN SIDE of things:
• will no longer allow a permit to proceed without a completed Hold Harmless Agreement in files of the permit
• All exhibition games must be applied for SEPARATELY

• With active links

&

• New easy to find sections:
  1) general conditions of use
  2) Safety & security conditions of use
  3) Financial conditions of use
  4) Liability and insurance conditions of use
  5) Rate schedule and applicable forms
Procedure Manual Overview – Highlights and Reminders

- Condensed information from website and rules and regulations into one Manual
- Easily located sections – General Conditions of Use
  - Safety & Security
  - Financial Conditions of Use
  - Liability and Insurance
  - Rate Schedule and Forms

It is the account holder’s responsibility to read, understand and respect the entire content of the Procedure Manual.
General Conditions of Use:

• Adult supervision
• If renting multiple spaces in a facility – must have adult supervision of each area
• Only utilize areas specified in permit – Liability / Insurance
• Caretaker to open doors 15 min prior to permit start and close doors 15 min after
• Parking
• Footwear/ Damage
• Private uses not allowed
• Advertising
• Equipment
• Smoking Prohibited – Cigarettes/ Vaping/ Cannabis – 20 m perimeter
• Inclement weather / PA Days / Holidays
• Reporting of Non-Use for continuous users
• Concessions / Allergies
Safety & Security Conditions of Use:

- On site supervisors/ Adult in charge MUST know
  - location of Emergency exits & AED’s
  - know emergency contacts in case of emergency
  1) Security Services – on permit
  2) Lisa Sippel/ Kim Palango/ MOL

- On Site Supervisor MUST also have working cell phone

- Board’s due diligence to inform re: Fire Safety Plan ( In-Service ) & ask that each After hours renter create their own FSP – must accommodate persons with disabilities

- Board also provides Emergency Action Plan templates and encourages renters to create their own * esp important for large one time events ( Auditorium rentals )
Safety & Security Conditions Cont’d

• Maximum capacities must NOT be exceeded
• Fire exits MUST be free of obstruction for safe egress – doors are NOT to be propped open
• Fire code infractions will be fined to the organization/renter
• Must prevent and monitor trespassers
• ONLY Board trained staff may operate or set up bleachers
• MUST bring own first aid kit to address minor injuries
• Minor injuries requiring Doctor follow up or hospitalization MUST be reported to CUS Supervisor to file an incident report
• Critical injuries are to be reported to the Board immediately
• If cant get hold of Lisa/ Kim – call MOL directly to report the critical injury – DO NOT WAIT
When an accident/injury occurs to a rental person (Non-Board Employee)

**RENTAL GROUP RESPONSIBILITY**

- Rental Group calls 911 if immediate medical attention is required OR
- Rental group administers FIRST AID utilizing their own first aid kit

- Rental Group advises custodian if available and on site, that an injury has occurred at the time of the incident

- Rental Group contacts the CUS Supervisor to report the incident. Permitholder must complete the accident report found on the CUS website. Rental group designate must email report to palangok@hwcdsb.ca

- Rental Group provides a copy of their insurance provider’s incident report form to the CUS Supervisor at palangok@hwcdsb.ca

**SCHOOL BOARD RESPONSIBILITY**

- Where necessary, CUS Supervisor submits the online OSBE Incident report form noting that a rental group was involved and provides permit number as a reference

- H&S Manager investigates and completes an OSHA report. They inform the principal and JH&SC (Joint Health and Safety Committee)

**REPORTING A CRITICAL ACCIDENT / INJURY**

Immediately call:
FIRST CALL to Lisa Sippel 289)244-0617 or Kim Palango 289)922-9546
CALL Ministry of Labor directly if Lisa OR Kim not available 1-877-202-0008

A critical Injury is defined as an injury of a serious nature which has caused:

- Placing a life in jeopardy
- Unconsciousness
- Substantial loss of blood
- Fracture/ break of leg or arm (but not a finger or toe)
- Amputation of a leg, arm, hand or foot (but not a finger or toe)
- Burns to a major portion of the body
Financial Conditions of Use:

- CUS funding from MOE cut however we will maintain current subsidies for groups as in past years – To be assessed annually, based on MOE funding

- All permit charges to be paid in full in advance of first booking if paying by cheque

- If paying by credit card, your card will be billed at the end of the month the bookings are used

- Decline fee assessed

- Permit cancellations and excessive revisions are subject to additional fees

- If an approved permit is cancelled for any reason, permit fee is still payable
FINANCIAL Conditions of Use Cont’d:

- Cancelling a weekday permit – Requires 5 working days notice
- Cancelling a weekend permit – Requires 7 days notice so that sufficient notice can be given to the custodian lined up to work the shift – If notice NOT provided, you will be charged
- Where custodian regularly on duty, no charges will be levied, unless, the number of participants and scope of work on the permit necessitates it (Anything over 100 people requires 2 custodians)
- For weekend custodian – minimum amount time that will be approved is 3 hours – nothing less as that is the minimum amount of time we can call a custodian in for
- If go over approved time on permit, you will be charged custodial overtime charges
Liability and Insurance

Conditions of Use:

• Permitholders are required to provide a Certificate of Insurance in a minimum amount of general liability coverage of $2 million and name the HWCDSB as an additional insured

• This coverage must be kept current in order to cover all approved bookings

• COI must be uploaded to files – To Both:

  Organization & Person

If group needs to purchase insurance through the Board they can indicate that at time of application

Costs for insurance will NOT be added until permit is approved and then you will need to pay for the purchased insurance PRIOR to the first booking so that it is activated for you / in effect
Liability and Insurance Cont’d

• For EVERY approved permit, the Board requires a completed HOLD HARMLESS Agreement

• HH must be uploaded to the files of the PERMIT it applies to

• No permit will proceed without COI or HH attached properly to files

• Renters will be charged for any damages / misuse of property and not allowed to rent again unless those damages are paid
LINKS TO APPLICABLE CUS FORMS
5. COMMUNITY USE OF SCHOOLS – RATE SCHEDULE & APPLICABLE FORMS

5.1 FEE SCHEDULE
https://www.hwcdsb.ca/support/communityuseofschools/?fileID=271141

5.2 Not For Profit Status Application Form
https://www.hwcdsb.ca/support/communityuseofschools/?fileID=119435

5.3 Hold Harmless Agreement
https://www.hwcdsb.ca/support/communityuseofschools/?fileID=4491

5.4 QRC After Hours Emergency Procedures
https://www.hwcdsb.ca/support/communityuseofschools/?fileID=370096

5.5 HWCDSB Accident Report – Non Employee
https://www.hwcdsb.ca/support/communityuseofschools/?fileID=370097

5.6 Emergency Action Plan guideline
https://www.hwcdsb.ca/support/communityuseofschools/?fileID=370095

5.7 HWCDSB Fire Safety Plan
https://www.hwcdsb.ca/support/communityuseofschools/?fileID=370094

5.8 Auditorium Equipment Request Forms (school specific)
BR - https://www.hwcdsb.ca/support/communityuseofschools/?fileID=341930
SJB- https://www.hwcdsb.ca/support/communityuseofschools/?fileID=354465
I have read and agree to.....

• As an agent or representative of your organization or group that is booking after hours facility use through the HWCDSB
Creating Permits

**Add Bookings**

**Search**
Wizard to find open spaces

**Build**
Manually choose your spaces

**When**
- Recurrence: Single
- Date range: Aug 22, 2016
  - Start (MMM DD, YYYY)
  - Search between: HH:MM - HH:MM
  - Duration: 1 hours 00 minutes

Please remember to include 'set-up' and 'take-down' times that you require for your program/event.

**Where**
Choose the space types you would like to search for

+ Add

Start search
Build or Search by time or space
Functions on eBase – Tutorials

Calendar
This screen allows you to view your bookings in a calendar.

Bookings
A blue entry indicates that there is a booking on that particular date.

If you are part of an organization, you can also view the bookings of other members by using the filters in the top right of the calendar.

Clicking on a booking will provide more information about that event.

Filters
Clicking on the current month will display a popup box that will allow you to change to a specific month and year.

Clicking on “Filter” will allow you to choose which types of bookings you want to view.

› View your own bookings
› View bookings of other members
› View bookings at a certain school and space

Excluded dates
A red entry indicates that the date may not be available.
### Calendar function and views

The image shows a calendar for July 2014 from the Hamilton-Wentworth Catholic District School Board. The calendar includes events such as FOY Base Camp, Baby Gaels Basketball, FOY Hub Camp, and FOY Culture Arts Camp. The days are organized in a grid format, with dates from 6th to 12th July shown. Each day's events are listed under the corresponding day column.
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Jul 7th</td>
<td>8:00 AM to 4:00 PM</td>
<td>#2014-02-26-0005 FOY Base Camp' Baby Gaels Basketball in Gymnasium</td>
</tr>
<tr>
<td>Monday, Jul 7th</td>
<td>8:00 AM to 4:00 PM</td>
<td>#2014-02-26-0006 FOY Hub Camp in Cafeteria, Gymnasium</td>
</tr>
<tr>
<td>Monday, Jul 7th</td>
<td>8:00 AM to 4:00 PM</td>
<td>#2014-02-26-0007 FOY sports Camp in Gymnasium</td>
</tr>
<tr>
<td>Monday, Jul 7th</td>
<td>8:00 AM to 4:00 PM</td>
<td>#2014-02-26-0008 FOY Culture Arts Camp in Breakfast Program Room Room 109, Gymnasium</td>
</tr>
<tr>
<td>Monday, Jul 7th</td>
<td>8:00 AM to 4:00 PM</td>
<td>#2014-02-26-0009 FOY summer Camps in Cafeteria, Forum, Gym 1, Gym 2, Gym 3</td>
</tr>
<tr>
<td>Tuesday, Jul 8th</td>
<td>8:00 AM to 4:00 PM</td>
<td>#2014-02-26-0005 FOY Base Camp' Baby Gaels Basketball in Gymnasium</td>
</tr>
<tr>
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</tr>
</tbody>
</table>
School Particulars – matching a school to your needs...

Catalogue
This screen allows you to view school information. It also allows you to view the photos of the school.

Preview
You will notice two arrows to the left and right of the school photo. Clicking the arrows will allow you to cycle through all of the photos of the school.

School
This section will show you all of the details of the school. It allows you to see the name and address of the school.

Spaces
Here, you will see a list of all the spaces associated with the school. The spaces are clickable to allow you to view them in further detail.

Attributes
Here, you will see a list of all the attributes of the school such as:
- Size
- Floor type
- Website

Close
Viewing spaces ..... Photo Catalogue
## Details

**Name** Gym 1  
**Space Type** Gymnasium-Secondary (Double)  
**Description** For a full basketball court (high school home games) you should request gym 1 and gym 2. 102'9" x 78'9" scoreclock bleachers wooden laminate floor capacity of each gym space with tables - 396 capacity of each gym space with chairs - 503 glass backboards  
**Facility** Bishop Tonnos Secondary

## Attributes

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>GYM Dimensions</td>
<td>1 and gym 2 102'9&quot; x 78'9&quot;</td>
</tr>
<tr>
<td>SCOREBOARD Availability</td>
<td>scoreclock avail</td>
</tr>
<tr>
<td>TYPE of Floor Surface</td>
<td>wood laminate flooring</td>
</tr>
<tr>
<td>ELEMENTARY SCHOOL</td>
<td>GYM DIMENSIONS</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>HOLY NAME OF MARY</td>
<td>80X60’</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>IMMACULATE CONCEPTION</td>
<td>86X70’</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>ST ANN ANCASTER</td>
<td>79X52’</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>ST JOACHIM</td>
<td>80X52’</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>ST AUGUSTINE</td>
<td>87X60’</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>ST BERNADETTE</td>
<td>69X46’</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>ST ANN HAMILTON</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>ST BRIGID</td>
<td>60X33’</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>ST LAWRENCE</td>
<td>80X73’</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>ST PATRICK</td>
<td>81X45’</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>HOLY NAME OF JESUS</td>
<td>92X67’</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>ST CHARLES BARLAKE</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>ST AGNES</td>
<td>97X45’</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>ST DAVID</td>
<td>90X70’</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>ST EUGENE</td>
<td>88X44’</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>ST JOHN BAPTIST</td>
<td>88X60’</td>
</tr>
<tr>
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</tbody>
</table>
FAQ's

1) How long before my event should I request a permit?
2) Do all schools cost the same?
3) Why do you need to know how many participants?
4) Why do you need to know if participants are under 21?
5) Can we rent out classroom space?
6) What if I want a room that is not listed?
7) What times can I request?
8) What does the red highlighted area mean?
9) Our group wants to use school equipment.
10) What if we need to make changes to our permit once we have input it and/or it is approved?
11) If I have a question about my permit what should I do?
12) Once I submit my request is it approved?
13) How long will it take before my request is approved?
14) How will I know if my permit is approved?
15) Are schools open on PA days?
16) What do we do if the school is not open when we appear for our approved rental?
17) How do I change my account information or update it?
18) What is your policy on inclement weather and cancellations?
19) Where do I find my accounting information so that I may pay my bill?
20) How do I know dimensions or particulars of a space I want to book?
21) What if I need the gym for the first few weeks of school for tryouts?

1) **How long before my event should I request a permit?**

   Approvals may take several weeks in the fall (Sep-Dec) due to the high volume of requests being processed for the upcoming year. When requests slow, approvals can be granted in a few days. Applications should reflect this process - advanced planning and lead time is MUCH appreciated!! You can begin inputting new permit applications July 1st for the next school year.
Account Information Updates

Personal
This screen allows you to change your personal information.

Changing your contact information
Some information can be left out of your contact information, however there is some required information you will need to enter.
The required information is marked with *

Changing your password
Changing your password is optional. If you do not wish to change your password, just simply ignore the password fields at the bottom of the screen

✔ Close
Administrator

Organizations
This screen allows you to view and edit your organizations contact information.

Organization Administrator
If you are administrator for your particular organization you have the ability to change the contact information, approve new members and also change the administrator if you desire.

Administrator
You have the ability to change your organizations:

- Contact Information
- Insurance information
- Administrator

You can also approve new members of your organization.
## Current account balance

- **Amount**: $0.00
- **Send monthly statement email**: [Checkbox]

## Credit card

- **Add a new card**

## Statements

<table>
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<tr>
<th>Month ending</th>
<th>Charges</th>
<th>Credits</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 31</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Feb 29</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Mar 31</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Apr 30</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>May 31</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Jun 30</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Jul 31</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Aug 31</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
UPCOMING CHARGES ......

If you wish to know your upcoming charges for approved permits, please call Dana or I and we can let you know.
MANAGING YOUR ACCOUNT BALANCE (not paying by permit)

• Credit Card on file – monthly bookings will be billed at the end of the month; permit fees and insurance must be paid up front.

• Paying by cheque – pay entire permit prior to using facility if it is a single event, or pay balance of your account – outstanding account balances MUST be paid otherwise your permits can be put on HOLD until payment received.
ADMINISTRATIVE CHARGES

• If credit card on account expires or is declined because your monthly charges exceed your credit card maximum an administrative fee of $25.00 will apply
Billing History

<table>
<thead>
<tr>
<th>Date</th>
<th>Reference</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 06, 2014</td>
<td>CHARGE</td>
<td>Non-Profit Booking Costs x 1.00 ($36.00)</td>
<td>$40.68</td>
</tr>
<tr>
<td></td>
<td>REF #19776</td>
<td>(#2014-02-19-0006)</td>
<td></td>
</tr>
<tr>
<td>Mar 06, 2014</td>
<td>CHARGE</td>
<td>Fee Adjustment x 1.00 ($174.00)</td>
<td>$174.00</td>
</tr>
<tr>
<td></td>
<td>REF #19774</td>
<td>(#2014-02-19-0006)</td>
<td></td>
</tr>
<tr>
<td>Mar 06, 2014</td>
<td>CHARGE</td>
<td>Permit fee x 1.00 ($10.00)</td>
<td>$11.30</td>
</tr>
</tbody>
</table>
FILES- uploading COI – "options & files"
FILES – uploading HH – “permit & files”
Announcements

YEARLY MANDATORY IN-SERVICE DATES
Choose one of the following dates:
1) Wed. August 22, 2017 - 6-9pm St. Thomas More CSS - Lecture Hall
2) Fri. August 25, 2017 - 6-9pm St. Thomas More CSS - Lecture Hall

Reference For Creating Your own Emergency Action Plans When Renting from the HWCDSB

All site supervisors of organizations renting from the HWCDSB are responsible for the safety of the participants/membership while in our facilities so we have provided guidelines to help you create your own EAP.

Please use the above posted pdf document - Emergency Action Plans to create your own EAP.

NEW Rate and Category schedule - EFFECTIVE OCT 1, 2016
SEE ATTACHED PDF BELOW

new - CREDIT CARD PAYMENT OPTION AVAILABLE
Click here for details

INCLEMENT WEATHER
Click here for details

Revised User Categories and Rates 2016-2017
Creating your own
Emergency Action Plans

EMERGENCY ACTION PLAN

Emergency situations can occur at any time, and can arise from a number of causes such as medical emergencies, fire, natural disasters and physical threats. While people may talk about what they would do if an emergency occurred, the ability to deal with an emergency is largely dependent on the planning and training that has been implemented before an emergency arises.

BE PROACTIVE – NOT REACTIVE: PLAN AHEAD – BE PREPARED

Developing an Emergency Action Plan is similar to purchasing insurance – you hope that you will never have to use it, but if you do, you are glad it’s there.

All rental groups must have an appropriate plan in place to deal with emergencies while on school property.

A plan should be prepared for each school that your organization rents.

An Emergency Action Plan (EAP) can be simple or elaborate but it should cover the following items:

1. **ASSESSMENT**
   - Identify emergencies that may occur. Example: If your program is a sports program consider including a section on concussions in your EAP.
   - Assess the school layout. Example: If you are renting a school’s gym then identify the closest fire exits and the location of the school’s AED (Automated External Defibrillator).

2. **DESIGNATE ROLES & RESPONSIBILITIES**
   - Designate responsible adults to form an Emergency Response Team. Three basic roles of the team:
     - First Aid Responders – this person is responsible for providing acute care in an emergency situation.
     - Call Person – it may be necessary to call for emergency services so this person should be calm under pressure, always have a cell phone with them, and know the school’s location and address.
     - Emergency Supervisor – in the event of an emergency this person secures the area, supervises non-injured participants, and evacuate people to a safe location if necessary.

3. **EMERGENCY PROCEDURES**
   - Establish step-by-step “Emergency Response Procedures” to address each type of emergency identified in the assessment.

4. **SAFETY TRAINING**
   - Simulated exercises – test and evaluate plans, reveal planning weaknesses and clarify roles and responsibilities.

5. **REPORTING PROCESS**
   - Establish protocols for reporting procedures following an emergency.

ASSESSMENT

**IDENTIFY EMERGENCIES THAT MAY OCCUR**

The first step in the development of an Emergency Action Plan is the identification of the type of emergencies that could occur during the rental period. This can vary, depending on the program you are running.

Sports programs may wish to include a section on concussions, or, if you are hosting a large event in an auditorium consider including a very detailed evacuation procedure.

Example: Assign fire wardens and have them posted at each auditorium exit throughout the rental period.

Once you have identified the type of emergencies that could occur then you can develop step-by-step procedures to address each identified emergency.

**Identify the emergency situations that your organization would like to include in your Emergency Action Plan:**

- Injuries
- Life threatening medical emergencies
- Threat of violence, inside or outside school
- Fire, gas leak, power outage
- Severe weather (tornado, ice storms, etc.)
- Chemical or biological contaminants released in the environment

Other:


SCHOOL LAYOUT

It is essential that Event Supervisors listed on the approved permits are familiar with the school’s layout; where closest fire exits are, where the school’s AED is located, which areas in the school are designated by the school as “Safe spots” and where the outside assembly area is, etc.

Consider calling the school to request an on-site tour of the school prior to the first rental date.

Floor plans are available through the Community Use of Schools Supervisor.

You may like to include these floor plans in your Emergency Action Plan.
Emergency Action Planning

2016-2017 Holy Name of Mary Floor Plan

FIRE LANE

Command Post (under 5km) - Ancaster Meadow School
39 Kitch Murray Lane, Ancaster, Ontario L9K1S3
Contact: Mr. Paul Clemens (Principal) Mrs. Melissa McCormick (Vice Principal) 905-304-3255

Command Post (over 5km) - Bishop Tonno
100 Panabaker Drive, Ancaster, ON, L9G 5E3
Contact: Mrs. F. Ciancone (Principal), Ms. Carla D’Elia (Vice Principal) and Mr. T. Hogan (Vice Principal) 905-523-2331
Inclement Weather

Weekday evening rental bookings are automatically cancelled when schools are closed during the day due to inclement weather.

For Weekend bookings, school closure and subsequent rental cancellations are at the discretion of the Director of Education and are done so before 7am. Every effort will be made to co-ordinate snow removal and school opening for these events, however in severe instances, opening may be delayed or cancelled.

Emergencies - call (905) 522-6680
## Categories

### H.W.C.D.S.B. Community Use of Schools

**User Group Categories and Rates**

- **School Days:** Monday to Friday excluding holidays 6 p.m. to 10 p.m.
- **Saturday:** 8 a.m. to 10 p.m.
- **Sunday:** 8 a.m. to 6 p.m.

<table>
<thead>
<tr>
<th>Category</th>
<th>Type</th>
<th>Description</th>
<th>Examples of Use</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>School Use and Board Use Only</td>
<td>Internal Use by Hamilton Wentworth Catholic District School Board for Board related activities and covered by Board insurance</td>
<td></td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>Non Profit Youth Programs</td>
<td>Participants must be under 18 years of age No fees are associated with programming Board supported or sponsored programs Catholic Youth Organization sporting events Parish supported activities</td>
<td>Scout/Girl Guide Programs Boys and Girls Club Programming YMCA – Beyond the Bell After school programs CCUSP Homework tutoring Breakfast Clubs Knights of Columbus</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Non Profit Youth Programs</td>
<td>Participants must be under 18 years of age Fees are charged for program participation Programs run by recognized not for profit Organizations (regular weekly youth activities)</td>
<td>Youth leadership, mentoring, sport or recreation run by community organizations where a participation fee is charged Volunteer run youth sporting or recreation programs where coaches, organizers, etc. are volunteers and all revenue is re-invested back into the organization</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td>Non Profit Community Programs</td>
<td>Community programming aimed at adults over the age of 18 years old Private community groups / individual run programs for non-commercial, not for profit purposes Charitable, Cultural, and fundraising events</td>
<td>Special interest groups Adult sport/recreational activities or leagues</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>Enterprise (run by not for profit or profit organizations)</td>
<td>Any Community Program run as an express entering activity in which user fees are charged in order for the program to be able to sustain itself</td>
<td>Camps Tournaments</td>
</tr>
<tr>
<td><strong>6</strong></td>
<td>Commercial and Profit Making Organizations / Individuals</td>
<td>Commercial activities operated for private or corporate gain</td>
<td>Personal Training / Fitness / Yoga / Zumba Instructional classes – Music / Drama / Dance Small film productions, Driving Schools Provincial &amp; Federal Elections</td>
</tr>
</tbody>
</table>
PROOF OF NFP STATUS

• We need verification of the not for profit status you are claiming in order to extend subsidies.

• If you are a pick up group...ask for affidavit declaration form to swear you are not profiting from the activity you are renting for

• If you are running a charitable event in which all proceeds are being donated .....ask for form
### HWCDSB Rate Schedule

**Costs are per hour**

<table>
<thead>
<tr>
<th>Space Type</th>
<th>Board Category 1 &amp; Category 2</th>
<th>Youth Category 3</th>
<th>Community Category 4</th>
<th>Enterprise Category 5</th>
<th>Commercial Category 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Gym</td>
<td>$ -</td>
<td>$ 4.55</td>
<td>$ 9.09</td>
<td>$ 18.18</td>
<td>$ 27.28</td>
</tr>
<tr>
<td>Double Gym</td>
<td>$ -</td>
<td>$ 9.09</td>
<td>$ 18.18</td>
<td>$ 36.37</td>
<td>$ 54.55</td>
</tr>
<tr>
<td>Classroom</td>
<td>$ -</td>
<td>$ 1.21</td>
<td>$ 2.43</td>
<td>$ 4.86</td>
<td>$ 7.29</td>
</tr>
<tr>
<td>Auditorium</td>
<td>$ -</td>
<td>$ 9.09</td>
<td>$ 18.18</td>
<td>$ 36.37</td>
<td>$ 54.55</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>$ -</td>
<td>$ 4.55</td>
<td>$ 9.09</td>
<td>$ 18.18</td>
<td>$ 27.28</td>
</tr>
<tr>
<td>Other - Changerooms</td>
<td>$ -</td>
<td>$ 4.55</td>
<td>$ 9.09</td>
<td>$ 18.18</td>
<td>$ 27.28</td>
</tr>
<tr>
<td>Other - Forum, Lecture Hall</td>
<td>$ -</td>
<td>$ 9.09</td>
<td>$ 18.18</td>
<td>$ 36.37</td>
<td>$ 54.55</td>
</tr>
</tbody>
</table>
Artificial Turf Fields @ HWCDSB

• Turf Bookings for all HWCDSB fields will be handled by NUSTADIA

contact John: LeDonne - ledonne@mohawk4icecentre.ca
or 905) 318-5111 ext 225

* All HWCDSB secondary schools have turf fields