
COVID-19 Protocols

Community use of schools is permitted provided activities are aligned with public health guidance and direction and comply with the applicable provincial requirements under Ontario Regulation 645/21, Reopening Ontario Act. The following terms must be followed for all community use permits within HCDSB facilities:

- Any visitors and participants attending indoor facility bookings are required to be fully vaccinated or medically exempt, in accordance with Ontario Regulation 645/21. User groups are responsible for ensuring that proof of vaccination and identity are verified for all participants and visitors within their group prior to entering Board facilities. You do not have to show proof of vaccination if you:
 - Are under the age of 12
 - Have a valid document from a physician or nurse practitioner saying you have a medical exemption from full vaccination
- An individual is considered fully vaccinated if they have received:
 - The full series of a COVID-19 vaccine authorized by Health Canada, or any combination of such vaccines, or
 - One or two doses of a COVID-19 vaccine not authorized by Health Canada, followed by one dose of a COVID-19 mRNA vaccine authorized by Health Canada
 - Three doses of a COVID-19 vaccine not authorized by Health Canada; and
 - They received their final dose of the COVID-19 vaccine at least 14 days before providing the proof of being fully vaccinated.
- Any visitors and participants in a school are required to self-screen and to wear a mask while on school premises. The mask may be removed only while participating in permitted sports. User groups are responsible for ensuring that all attendees complete the screening requirement.
- User groups will ensure that visitors and participant lists and information are maintained and readily available to be provided to public health for contact tracing purposes in accordance with all applicable legislation, including the Municipal Freedom of Information and Protection of Privacy Act.
- Capacity limits for the permitted space will be calculated based on the Provincial guidance at the date/time of the permit.
- Evening community use of schools bookings will be limited to 1 user group per school per evening.
- Multiple user group bookings will be permitted on weekends with a 30-minute gap in between bookings for cleaning and disinfection.

Permit Conditions

1. Adult supervision for youth organizations shall be provided at all times.
2. Applicants shall be responsible for the conduct and supervision of all persons admitted to the school premises.
3. The applicant agrees to ensure that all groups from their organization using the boards facilities, follows the Halton Catholic District School Boards Medical Conditions Policy II-42 and the following protocols: anaphylaxis, asthma, diabetes, and concussions. Copies of these policies and respective procedure can be found on the HCDSB website.
4. Custodians are to be on duty to supervise all permits, in accordance with the Board's Community Use policy. Applicable custodian supervision charges determined by Board must be paid by the applicant.
5. The applicants' failure to take proper security measures when leaving school premises shall result in the cancellation of this Agreement.
6. Use of the facilities is restricted to the purposes expressly stated on this form and to the areas, dates and times as approved by the Board staff.
7. Use of the school equipment is not permitted and storage of applicants' equipment on school premises is prohibited unless such use of storage has been approved by authorized Board staff.
8. Use of any narcotics as defined in the Narcotic Control Act is absolutely prohibited. Use of alcoholic beverages is strictly prohibited.
9. Games of chance, lotteries, or gambling in any form, other than to raise charitable funds, are prohibited. All uses must comply with applicable statutes.
10. Issuance of keys to applicants is prohibited.
11. The applicant shall be liable for, and shall be charged with, the full costs of repairs resulting from damage caused through use. All damages are to be reported immediately to Board staff.
12. The Board shall not be responsible for personal injury, damage, loss, or theft of clothing or equipment owned by the applicant or persons associated with the applicants or anyone attending at the invitation of the applicants. The Board shall further be held free from all liability resulting from use of school facilities by the applicant.
13. The applicant must be 18 years of age or older.
14. The applicant shall ensure:
 - a. That this group should not infringe on the time booked by any other group and that the school shall be vacated by the time indicated on the permit.
 - b. That there is a no smoking permitted anywhere on school property.
 - c. That the type of program or entertainment to be provided during the term of the license by the Applicant shall at all times confirm with the law and the rules and regulations of the Halton Catholic District School Board.
 - d. That vehicles will be parked on school grounds in designated parking areas only.
 - e. That no changes or alterations shall be made to any facilities unless expressly permitted and provided for in this Agreement.

- f. That this group has an Emergency Action Plan in place to deal with emergencies while on School Property.
 - o Posted near each classroom door exit is an emergency response plan. The school board has listed what to do in instances of emergency including evacuation, lockdown, hold and secure, shelter in place, and accidents/injuries.
 - o A bright yellow sign with the fire exit and alternate exit route plan is also located in every room in the school (classrooms, gymnasium, libraries) and posted next to each exit door.
15. The Applicant agrees to indemnify and save harmless the School Board from all losses, claims, demands, costs, damages, suits of whatever nature or kind which may arise as a result of the Applicant, its servants or agents, of the facilities licensed. The applicant shall provide proof of comprehensive liability insurance in the amount of at least Two Million Dollars (\$2,000,000.00). The insurance policy will name the Halton Catholic District School Board as an Additional Insured.
 16. NOTWITHSTANDING the use granted by this license, facilities shall not be available on days during which schools have been closed by the Administration/Board because of inclement weather or other reasons. The Board does not undertake to provide snow plowing for applicants. School grounds shall be snow plowed according to the regular schedule established by the Maintenance Department of the board.
 17. The Halton Catholic District School Board reserves the right to maintain supervision, care, custody, and control of the facilities during the term of the permit through its employees or agents and the Board further reserves the right to revoke this permit at any time for any cause or causes which in its sole discretion may be deemed advisable through its employees or agents.
 18. The term of yearly agreements shall be as negotiated with the Board and shall not exceed one school year in length.
 19. New or renewal agreements shall be as negotiated with the Board each year.
 20. Schools are closed during Christmas, March Break and Summer holidays and are not be used for any activity during this time unless such use is approved by authorized Board staff.
 21. School activities take priority at all times.
 22. The Board, through the Director of Education or designate, reserves the right to withdraw the permission for school use at any time and change or cancel these regulations.
 23. Maximum attendance at any facility shall be governed by Fire Regulations and all exits must be kept free from obstruction at all times.
 24. Payments must be paid in advance for all Permits unless alternate arrangements have been approved by authorized Board staff or a credit card is stored within your online account to which your permit charges will be at the end of every month.
 25. When applicants are to be accepted under the sponsorship of a Department of Recreation, the permit must be signed by an official of that Department of Recreation.
 26. All after hours use of schools during the school year Monday to Friday must end at 10:00pm and all persons must vacate the school premises.

Refund Policy

- Issued rental contracts may be cancelled through the online system with at least 10 working days notice prior to the booking date. Associated administrative fees will be applied.
- A credit will be applied to your account to offset any future purchases.
- Accounts that do not have a purchase balance will be refunded to the original credit card.
- Cancellations with less than 10 working days' notice prior to the booking date will not be refunded or rescheduled.

Privacy Statement for the Rentals application

This site was designed to manage aspects of booking Halton Catholic District School Board facilities and associated services. In order to meet this objective, you must voluntarily provide personal or confidential information. The Halton Catholic District School Board along with the third-party providers who manage this website and handle monetary transactions will hold in confidence and appropriately use personal and financial information collected and not share this information with other unauthorized parties.

Upon termination of the business relationship, third parties will return information to the Halton Catholic District School Board and destroy information collected.

Any personal information you do provide is managed according to the Municipal Freedom of Information and Protection of Privacy Act and/or the Education Act. The third-party provider will promptly notify the Halton Catholic District School Board of any unauthorized release of this collected information.