



1. The school can only be used or accessed on the day and the time approved, as noted on the CUS permit.
2. Only the room granted may be used and the nearest washrooms. All other areas of the school are off-limits. Students may not retrieve shoes, etc. from classrooms.
3. The Principal's office is always out-of-bounds.
4. Parking is to be limited to the designated parking spots in the school parking lot. Parked illegally outside of a designated parking lot, such as in fire lane, blocking fire hydrant, on grass, etc., may be enforced at any time and result in a vehicle being ticketed and/or towed at the owners' expense.
5. **No school door must ever be left open and unattended.** It is recommended that the person in charge enter the school. Lock the front door behind him/her, and then open the exit door of the gym for entry by other persons. Upon leaving the school, check carefully by pulling on both handles of the front doors to see that both are locked. Try the thumb latches. Be sure the gym exit doors are locked.
6. During the winter and spring months, mud and snow will be tracked in at the entrance. You should remove your footwear and change into proper shoes. Footwear should be of a nature that will not mark or damage floors. Felt-soled shoes, white gym shoes or stocking feet are the rules for activities in the gym.
7. Sinks and toilets in washrooms must be left in clean condition. Please pick up fallen towels etc. All toilets must be flushed.
8. School equipment or supplies must not be used without special permission.
9. Lights must be switched off, windows secured and doors locked before leaving the school. Persons using the schools must check all doors after coming from the outside to be sure they are locked securely. Take care to check every door in case people have exited from other than the adjacent doors.
10. The user group will be held responsible for any damage incurred during the use of the school, or as a result of negligence that results in damage or theft.
11. The consumption of food and beverages is forbidden.
12. Smoking and/or vaping is not permitted on school property.
13. No dances can be held without permission.
14. All keys must be turned into the Community Use of Schools contact person at the end of your assigned period or before the end of June, and a new application must be filled out if the organization wishes to use a school commencing in September.

15. The key should remain at all times in the possession of the person in charge of the activity and who is registered in the “**Community Use of Schools**” files at the Plant Department. Persons “loaning” the key to others without notifying the Plant Department, risk relinquishing their privilege to use the school’s facilities.
16. The registered person possessing the school key must assume all responsibility for enforcing these regulations.
17. **Gym exit doors:** Ensure that the gym doors are closed and locked. Often, participants using gyms will open doors with the bar from the inside for a breath of air or to allow someone entry. Many times a stone is placed on the threshold to prevent the door from locking. The door appears locked when it is open.
18. Floor hockey is allowed in certain schools with special permission from the Plant Department. Only special equipment and pucks/balls may be used. Soccer teams are only allowed to conduct exercise programs in the school.
19. Animals are not permitted in school buildings.
20. No bounce playhouses, slides or any other inflatable toys are allowed in the school or on school property. This is in accordance with our insurance policy.
21. **Groups may be cancelled for school functions at any time throughout the year. Every effort is made to give advance notice to persons using the schools. On occasion, last-minute cancellations may occur.**
22. At all times, youth and children must be supervised by someone 18 years of age or older.

Failure to comply with these regulations can result in the cancellation of permission to use the school.

Use of schools is prohibited during Christmas holidays, March break, Education Week and Easter Weekend (including Good Friday).