

**HANOVER SCHOOL DIVISION**  
**COMMUNITY USE OF SCHOOLS PERMIT TERMS AND CONDITIONS**

1. Early entry will not be permitted and building must be vacated by specified time on permit.
2. Restitution for any/all damages or abnormal cleaning/maintenance as a result of a group's use of our facility will be the group's responsibility and charged back to them.
3. Community Use of School facilities shall be to adults only. Adult supervision must be provided at all times. At no time should anyone be permitted in schools without adult supervision. We require 1 adult supervisor on site for every 12 children.
4. Users of our facilities must bring along and present their permit (signed by the proper HSD authority) to the custodian in charge, in order to be given access.
5. It is recommended that users have a fully stocked first aid kit on site and access to a working cell phone in the event of an emergency.
6. The user shall be responsible for restitution of any/all damages.
7. Custodians shall be in the school building and will be responsible for the building. All rooms that are not part of the permit shall be locked during the usage period.
8. Signed Community Use of Schools permit along with all fees due must be received within 14 days of permit application. For applications within the 7 day period, signed permit along with fees due must be received at least 2 school days prior to usage date. Failure to meet these conditions may result in the cancellation of your request and booking.
9. Use of all or any part of a building is subject to cancellation. School or HSD activities shall be a priority before Community Use. Usage may be denied for reasons such as invoices for previous use not paid, refusal to pay the required fees in advance, damage done during the previous rentals, lack of appropriate adult supervision, activity not acceptable to the Board.
10. Obey all No Parking signs and refrain from parking in designated bus loading zones at all times.
11. No loitering allowed.
12. Smoking and/or alcoholic beverages are not allowed on Hanover School Division property. This includes inside our facilities as well as anywhere on the grounds.
13. Wagering of any kind is prohibited (i.e. poker, bingo, etc.) unless approved by the board.
14. Non-performance based dance is prohibited unless approved by the board.
15. To receive a refund, cancellation notice by users is required no later than two regular school days prior to the usage date. Facility and hourly fees will be refunded. Failure to provide 2 regular school days' notice will result in all fee being charged as per the permit. Permit administration fee is non-refundable.
16. No-show Fee - Any group that fails to show up for a booking without cancelling by 3 pm on the date of their booking (or Friday 3 pm for all weekend bookings) will incur a \$25.00 charge. Payment will be required prior to further use of HSD facilities.
17. Extended Time Fee - Groups are required to have cleaned up and vacated the facility by the end time on their permit. Groups that are in our facilities beyond the permit time will incur hourly charges based on our Sunday rates with a minimum 1/2 hour charge.
18. Proper non-marking footwear shall be used by players on gym floor. No outside footwear allowed in gyms. Additional clean up required will be charged back to the user.
19. When using a gym, volleyball, basketball, floor hockey and soccer nets will be available at no extra charge. Must be booked in advance and indicated on the permit. Subject to availability.
20. Chairs and tables must be booked in advance and indicated on the permit. Subject to availability and additional charges.
21. Due to fire regulations, where chairs are set up in the gym, walkways must be left around all sides of the gym and through the middle.
22. No candles or any live fire of any kind on school property.
23. No real Christmas trees permitted in school facilities.
24. Snow clearing service for all rentals will not be provided at division cost. If snow clearing is necessary over and above a small amount of shoveling normally to be done by the custodian, the user will be responsible for the costs. \*\*The equipment and contractor clearing the snow must be approved by the division Maintenance Supervisor well in advance. No exceptions.
25. In case of schools being closed for weather or other reasons, Community Use of Schools events will be cancelled. Full refund or alternate dates will be offered.