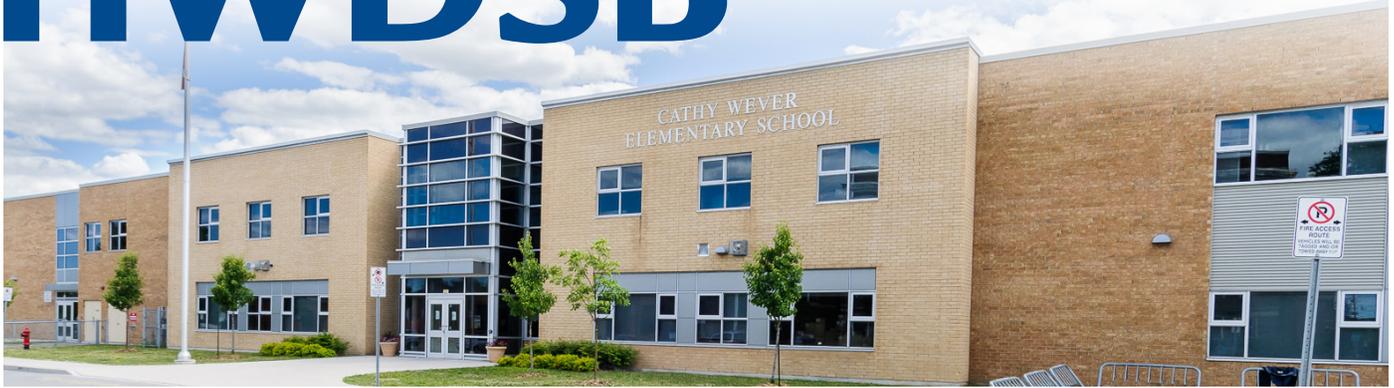


HWDSB



Top 10 Things to Remember About Community Use of Schools Permits: (For Caretakers)

1. Check the eBase Community Use module regularly – permits are processed all year and existing permitted uses change.
2. “Approved” is the only permit status with the listing of an active date where access is granted.
3. Unlock doors to the school 15 minutes before a permit start time and lock them again 15 minutes after a permit commences. The end time of a permit is the time that all participants have fully exited the building and clean up duties can be started. Any time outside of the permitted end time must be identified on the discussion board of the permit within 24 hours following the delayed leaving by the permit holder.
4. Do not leave doors open for late comers and do not allow the permit holder to wedge or prop doors. They must assign one of their own members to provide access, only to their own participants, should they require entry outside of the 15 minutes prior to permitted start time through to 15 minutes after start time.
5. Ensure doors are locked for all other spaces not listed on the permit. Identify entrance/exit doors, washrooms and emergency exits to be used. Users are to stay in their permitted areas and the identified common spaces.
6. Always meet with the permit holder (person in charge) as they enter the building. The permit holder is the first to arrive and the last to leave. The permit holder is responsible for the activities and conduct of their participants.
7. Provide the group your caretaker cell number so they can reach you if required during the permit.
8. Meet with the permit holder (person in charge) at the end of their permit time prior to their exit. Review the spaces they occupied with them and initial the Facility Inspection Report. With this report you are obligated to identify potential damages or issues that arose during the permit.
9. There are no equipment loans and no equipment storage for permit holders. Any exceptions will be outlined on the permit.
10. Ask questions! If you are unsure of an expectation or a rule, ask Rentals through the permit Discussion board or connect with your FOS.