



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Agenda
Catholic Education Centre
322 Fairview Drive
Brantford, ON N3T 5M8

**Policy Committee Meeting
Tuesday March 10, 2026 ♦ 4:00 p.m.
Boardroom**

Trustees:

Dan Dignard (Chair), Dennis Blake, Bill Chopp, Carol Luciani, Toni Poirier
Rick Petrella (on leave)

Senior Administration:

Mike McDonald (Director of Education & Secretary), Rajini Nelson (Superintendent of Business & Treasurer)
John Della Fortuna, Kevin Greco, Michael Lawlor, Phil Wilson (Superintendents of Education)

1. Opening Business

- 1.1 Opening Prayer
- 1.2 Attendance
- 1.3 Approval of the Agenda
- 1.4 Approval of Minutes from the Policy Committee Meeting – February 17, 2026. Pages 2-4
- 1.5 Business Arising from the Minutes

2. Committee and Staff Reports

- 2.1 HRS 300.15 – Police Records Check Pages 5-12
Presenter: Kevin Greco, Superintendent of Education
- 2.2 OPS 400.05 – Community Use of Schools Pages 13-25
Presenter: Rajini Nelson, Superintendent of Education

3. Adjournment

Next meeting: Tuesday April 21, 2026 – 3:00 p.m.



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

Catholic Education Centre
322 Fairview Drive
Brantford, ON N3T 5M8

**Policy Committee Meeting
Tuesday February 17, 2026 ♦ 3:00 p.m.
Board Room/ Microsoft Teams**

Trustees:

Dan Dignard (Chair), Dennis Blake, Bill Chopp, Carol Luciani, Toni Poirier

Regrets: Rick Petrella (on leave)

Senior Administration:

Mike McDonald (Director of Education & Secretary), Rajini Nelson (Superintendent of Business & Treasurer)
John Della Fortuna, Kevin Greco, Michael Lawlor, Phil Wilson (Superintendents of Education)

Regrets:

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Trustee Dignard.

1.2 Attendance

Attendance was noted as above.

1.3 Approval of the Agenda

Moved by: Dennis Blake

Seconded by: Carol Luciani

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the February 17, 2026, meeting.

Carried

1.4 Approval of Minutes from the Policy Committee Meeting – October 21, 2025

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the October 21, 2025, meeting.

Carried

1.5 Business Arising from the Minutes - Nil

2. Committee and Staff Reports

2.1 Professional & Respectful Workplace (Employees) Policy #300.45

Superintendent Greco presented the Respectful Workplace Policy. This new policy highlights the board's commitment to respectful and professional workplaces. This policy applies to all employees of the Brant Haldimand Norfolk Catholic District School Board. It describes professionalism in a Catholic setting as unwavering integrity and ethical conduct. Staff are expected to meet universal professional standards as well as the spiritual commitments that shape Catholic institutions into communities of faith and learning. Discussion regarding the unprofessional conduct section was had. This section is for supervisors to have conversations with employees regarding unprofessional conduct and for incidents that fall below the threshold for workplace harassment and/ or workplace violence.



Moved by: Dennis Blake

Seconded by: Toni Poirier

THAT the Policy Committee recommends that the Committee of the Whole refers the Respectful Workplace Policy #300.45 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.2 Naming of Schools Policy #400.17

Director McDonald presented the revised Naming of Schools Policy #400.17. This policy is being brought ahead of the next scheduled review as a proactive approach intended to enhance transparency and strengthen community engagement, particularly as the Brant Haldimand Norfolk Catholic District School Board prepares for the addition of two new elementary schools. The superintendent led committee that was removed in the previous policy iteration has been brought back along with clearly defined composition of the committee, greater clarity regarding the required components of submissions brought forward to the Board and introduces a new requirement to consult with the Minister of Education in accordance with Bill 33.

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Policy Committee recommends that the Committee of the Whole refers the Naming of Schools Policy #400.17 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.3 Volunteers Policy #300.12

Superintendent Lawlor presented the Volunteers Policy. This policy became eligible for review based on the four-year renewal cycle. The review of this policy focused on clarity, comprehension and accurate alignment with current legislation and practices in Ontario. In particular, the policy was updated to include the provisions introduced in December 2025 by Ontario Regulation 298/25 *Collection of Personal Information* which mandate volunteers submitting a Vulnerable Sector Check (VSC) every five years and an annual Criminal Offence Declaration in the intervening four years. The policy revisions were further informed by Ministry of Education guidance to school boards.

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Policy Committee recommends that the Committee of the Whole refers the Volunteers Policy #300.12 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.4 Religious Accommodation Policy #200.04

Superintendent Lawlor presented the Religious Accommodation policy. This policy became eligible for review based on the four-year renewal cycle. The review of this policy focused on clarity, comprehension and accurate alignment with current legislation and practices in Ontario. In particular, the policy was updated to include language and provisions that are consistent with the Ontario Human Rights Code and recent decisions made by the Ontario Human Rights Commission. Discussion regarding an exclusion request from Opening and closing exercises was had. A question was posed to review the administrative procedure #200.43.



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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Moved by: Toni Poirier

Seconded by: Dennis Blake

THAT the Policy Committee recommends that the Committee of the Whole refers the Religious Accommodation Policy #200.04 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.5 **Electronic Monitoring Administrative Procedure #400.18**

Superintendent Della Fortuna presented the Electronic Monitoring policy. The revised Administrative Procedure introduces several key updates. Responsibility for oversight has shifted from the Superintendent of Business to the Superintendent of Education. Employees will receive an electronic copy of the procedure within 30 calendar days of each implementation and review. The definition of Electronic Monitoring has been updated to clarify its role in tracking digital activities for security, health and safety, and regulatory compliance. Additionally, Transportation Services has added video surveillance under the "Tool and Circumstance" section. Discussion regarding the process for monitoring emails for both staff and trustees was had along with the electronic monitoring for FOI requests.

Moved by: Carol Luciani

Seconded by: Toni Poirier

THAT the Policy Committee recommends that the Committee of the Whole refers the Electronic Monitoring Policy #400.18 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

3.0 **Adjournment**

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board adjourns the February 17, 2026, Policy committee meeting.

Carried.

Next meeting: March 10, 2026 at 3:00pm – Boardroom

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD POLICY COMMITTEE

Prepared by: Kevin Greco, Superintendent of Education
Presented to: Policy Committee
Submitted on: March 10, 2026
Submitted by: Mike McDonald, Director of Education & Secretary

POLICE RECORDS CHECKS #300.15

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (BHNCDSD) is committed to ensuring a safe and secure working and learning environment for students, employees, volunteers and visitors. The BHNCDSD is in a position of trust regarding students and must strive to protect their intellectual, physical, mental and emotional wellbeing. The BHNCDSD will not hire or continue to employ persons or allow school access to Service Providers who:

- have not provided a Police Records Check
- have provided a Police Records Check which has been adjudicated and found to present an unacceptable risk to students and/or staff.

This policy and procedure implements the Board's obligations under the Education Act, Ontario Regulation 521/01: Collection of Personal Information, Police Record Checks Reform Act, 2015, Ontario Human Rights Code, and Ontario Regulations 347/18: Exemptions.

The Police Records Check must be obtained in accordance with legislated and Board established timelines.

DEVELOPMENTS:

The revised Policy includes amendments to align with new legislation including the requirement for employees to renew their Police Records Check every five (5) years. The revision provides a clear distinction between the levels of Police Records Check and specifically the Criminal Record and Judicial Matters Check (CRJMC) and the Vulnerable Sector Check (VSC). The type of Police Records Check required for each position will be determined by the Board.

Updates also prohibit searches being completed by any private company or organization other than a police service.

Where an employee, service provider, volunteer, or other individual discloses that they have been charged with or convicted of an offence under the Criminal Code of Canada, the Board may require the individual to obtain and submit a new Police Records Check as soon as reasonably possible, for the purpose of reviewing suitability and accommodation considerations.

The new provisions also apply to students participating in educational placements, practicum, cooperative education, or other work integrated learning opportunities within Board schools or facilities, as required under Ontario Regulation 521/01.

Information on the Annual Offence Declaration is also explicitly detailed in this policy. Inability of an employee to complete the annual offence declaration by the timeline prescribed by the Board, could impact their employment status.

Service Providers, as outlined in the definitions section, must have a valid Criminal Record and Judicial Matters Check, at minimum. Service Providers who may have unsupervised contact with pupils will be required to have a valid Vulnerable Sector Check. The manner in which these checks are obtained and collected shall be set forth in the contract between the Board and the Service Provider(s), or, in very limited circumstances, a Principal/Administrator/Manager contracts directly with a Service Provider, compliance must be documented.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Police Records Check Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.



Police Records Checks # 300.15

Adopted:	February 22, 2005
Last Reviewed/Revised:	October 27, 2020 March 2026
Responsibility:	Human Resources
Next Scheduled Review:	2034-24 2029

POLICY STATEMENT:

The Police Records Check Policy and Administrative Procedure supports the Board's legal responsibility to provide a safe and secure learning and working environment for students and employees. The Board will not ~~hire, or hire or~~ continue to ~~employ~~ employ persons, who have criminal convictions and/or patterns of behaviour which place students or staff at risk.

The Brant Haldimand Norfolk Catholic District School Board will not allow school access to *Service Providers* or *Others* who have direct and regular contact with students:

- who have not provided a the appropriate Police Records Check (~~Only the Vulnerable Sector Check is acceptable to begin service in the Board~~); or
- who have provided a Police Records Check which has been adjudicated and found to present an unacceptable risk to students and/or staff.

This policy and procedure implement the Board's obligations under the Education Act, Ontario Regulation 521/01: Collection of Personal Information, Police Record Checks Reform Act, 2015, Ontario Human Rights Code, and Ontario Regulation 347/18: Exemptions.

The Board shall collect, use, and consider only information authorized for disclosure under the Police Record Checks Reform Act, 2015. Information not authorized for release under the Act shall not be requested, collected, retained, or relied upon for employment, placement, or access decisions.

APPLICATION AND SCOPE:

The Brant Haldimand Norfolk Catholic District School Board has the responsibility, under The Education Act, to provide a safe and secure working and learning environment for students, employees, volunteers, and visitors. The Board is in a position of trust regarding students and must strive to protect their intellectual, physical, mental, and emotional wellbeing.



Criminal Record and Judicial Matters Check (CRJMC) (Level 2): A collection of offence information, including convictions, non-convictions and other relevant police contact information available from a local police agency's records management system and other systems/records, where authorized. This check is intended for applicants who are seeking volunteer and/or employment with agencies who require a criminal record check along with local police involvement with any outstanding charges and outstanding warrants. The agency has determined that a search of pardoned sex offenders database, and contacts relating to mental health apprehensions, is NOT required (i.e., border crossing or visa) therefore this check is NOT intended for applicants who are seeking volunteer and/or employment in a position of authority and trust relative to with-vulnerable persons.

Vulnerable Sector Check (VSC) (Level 3) (must be used): This check is restricted to applicants seeking employment and/or volunteering in a position of authority or trust relative to with-vulnerable individuals persons in Canada only, children, elderly persons, the disabled, etc. It is a collection of offence information, including convictions, outstanding warrants, charges, judicial orders, sexual offence convictions for which the individual has received a record suspension where authorized by the Minister of Public Safety and Emergency Preparedness. non-convictions and other relevant police contact information available from a local police agency's records management system and other systems/records where authorized. Non-conviction information shall be released only when it meets the Exceptional Disclosure. This check can only be completed by police in the jurisdiction where the applicant resides. This check will include sexual offence convictions for which the individual has received a record suspension (pardon) where authorized by the Minister of Public Safety and Emergency Preparedness.

The ~~Police~~ Vulnerable Sector Check will include the following:

- Criminal convictions ~~(summary and indictable) from CPIC and/or local databases;~~
- Summary convictions (for five years), when identified
- Findings of guilt under the Youth Criminal Justice Act within the applicable disclosure period (only if requested in accordance with YCJA 119(1)(o))
- Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition Orders. ~~As per CPIC policy, information obtained from the Investigative Databank must be confirmed and authorized for release by the contributing agency;~~
- Absolute and Conditional Discharges ~~(for 1 or 3 years respectively) where still within the applicable disclosure periods;~~
- In exceptional cases, where it meets the Exceptional Disclosure, non-conviction dispositions including, but not limited to withdrawn and dismissed.
- Not Criminal Responsible by Reason of Mental Disorder
- All record suspensions as authorized for release by the Minister of Public Safety
- ~~Family Court Restraining Orders;~~
- ~~Charged and processed by other means such as diversion;~~



placement for professional certification and other (the "applicant") are required to provide a Police Records Check that is satisfactory to the Board prior to the commencement of any duties. -

- 1.1.2 Police Record Checks must be obtained in accordance with legislated and Board established timelines, including:
 - 1.1.2.1 prior to commencement of employment, placement, or service where required;
 - 1.1.2.2 every five (5) years thereafter; and
 - 1.1.2.3 as soon as reasonably possible following disclosure of a charge or conviction under the Criminal Code of Canada.

- 1.1.3 Where an individual is permitted to commence duties prior to submission of a Police Record Check due to circumstances beyond their control, the Board shall ensure the individual has applied without delay and that appropriate interim measures are implemented to protect student safety until the Police Record Check is received and reviewed.

- 1.1.4 The type of Police Records Check required for each position will be determined by the Board.

- 1.1.5 Human Resource Services will communicate required timelines for completion, including transitional and renewal schedules, and will require proof of application within prescribed timeframes.

- 1.1.6 The Police Records Check must meet all the conditions outlined below:
 - 1.1.6.1 Must have been completed through a local police service in the area in which they reside within the preceding 6 months;

 - 1.1.6.2 Police Record Checks may be submitted in original or secure electronic format, provided authenticity and completeness can be verified to the satisfaction of the Board.

- 1.1.7 Searches completed by any private company or organization other than a police service will not be accepted.

- 1.1.8 The Board will not cover any cost associated with obtaining a Police Records Check at the time of hire or when required to provide an updated Police Record Check every five (5) years or where there is a requirement to provide an updated Police Records Check based on disclosure of a charge or conviction under the Criminal Code of Canada.

~~The Police Records Check must meet all the conditions outlined below:~~

- ~~• must have been completed through a local police service in the area in which~~



~~Emergency Provision~~ Normally, a candidate shall not commence employment with the Board until the current verification of their Police Records Check has been submitted and accepted. Only in an exceptional case will a person be permitted to commence employment with the Board before the Board has received the Police Records Check. In such a case, the candidate will be required to provide an Offence Declaration which may, at the Board's sole discretion, permit the candidate to commence employment prior to the submission of the Police Records Check. Before any such exception is made, a binding agreement shall be entered into between the employee, ensuring that the Police Records Check be provided without delay and in a timely manner. This agreement will preserve the Board's power to revoke the offer of employment, and dismiss the employee, should the Offence Declaration provided by the employee prove to be false or misleading in any respect.

~~b) —~~

~~Normally, a candidate shall not commence employment with the Board until the current verification of their Police Records Check has been submitted and accepted. Only in an exceptional case will a person be permitted to commence employment with the Board before the Board has received the Police Records Check. In such a case, the candidate will be required to provide an Offence Declaration which may, at the Board's sole discretion, permit the candidate to commence employment prior to the submission of the Police Records Check. Before any such exception is made, a binding agreement shall be entered into between the employee, ensuring that the Police Records Check be provided without delay and in a timely manner. This agreement will preserve the Board's power to revoke the offer of employment, and dismiss the employee, should the Offence Declaration provided by the employee prove to be false or misleading in any respect.~~

~~**Retention:** The Board shall retain an original or a true copy taken from the original by the Board designated contact or designate. Completed Police Records Checks and Offence Declarations will be filed in a separate and secure location. Human Resources will not provide copies to employees. Access to these records is limited and controlled. Retention and disposal process are aligned with the Privacy and Information Management Guidelines and best practices in accordance with the Board's retention schedule.~~

Adjudication:

Employees must obtain a ~~Vulnerable Sector~~ **Police Records** Check that meets the conditions outlined by presenting a completed "~~Consent for~~ **Police Records Check Request for a Sexual Offence for which a Pardon has been Granted or Issued**" form. The completed form must be presented to the Police Service when requesting the Police Records Check so that the appropriate search can be completed. Where evidence is received of a criminal conviction or



3.0 **Employees of Colleges and Universities**

Employees not of the Board instructing students of the BHNCD SB must have a Police Records Check (~~Vulnerable Sector Check – Level 3~~) (VSC) completed with adherence to the policies and procedures of their institution. Police Records Check (~~Vulnerable Sector Check – Level 3~~) ~~s~~ must be submitted to the College prior to the commencement of their assignment.

4.0 **Police Records Checks for Service Providers**

Where a service provider is contracted by Procurement Services to provide services that put the service provider and/or its employees into direct and regular contact with students, the Procurement Services representative responsible for entering into the contract will advise the service provider with respect to the requirement to provide Police Records Checks (~~Vulnerable Sector Check – Level 3~~).

A service provider who fails to comply with Police Records Check requirements of the Board will be barred from providing goods and/or services to the Board until such time as ~~he/she/they are is~~ following the procedure.

Service Providers, as outlined in the definitions section, must have a valid Criminal Record and Judicial Matters Check, at minimum. Service Providers who may have unsupervised contact with pupils will be required to have a valid Vulnerable Sector Check. The manner in which these checks are obtained and collected shall be set forth in the contract between the Board and the Service Provider(s), or, in very limited circumstances, a Principal/Administrator/Manager contracts directly with a Service Provider, compliance must be documented.

Procurement Services will advise the Service Provider with respect to the requirement and shall monitor their compliance through the Contract Management and Vendor Performance Evaluation process.

Any Service Provider failing to comply with these requirements will be subject to the Board's Vendor Suspension and/or Removal from Procurement Opportunities process.

5.0 **Police Records Checks for Others Having Direct and Regular Contact with Students**

In order to meet legislative requirements to collect Police Record Check from all individuals who have direct and regular contact with students and further the effort to ensure the safety of students and minimize potential Board liability, the Board will collect and adjudicate Police Records Checks ~~Police Record Check~~ on individuals in this category and who have been identified by the Board as potentially coming into direct and regular contact with students. Included in this category are the following:

Adjudication: *Where evidence is received of a criminal conviction or other relevant conviction, the designated Board contact will consider at least the following factors in determining an appropriate course of action:*

- *the length of time since offence(s);*
- *any involvement of children and/or sexual activity and/or violence and/or acts of dishonesty in the offence(s);*
- *the person's attitude towards offence(s);*
- *any treatment, counseling or other services received since offence;*
- *other steps taken to rehabilitate;*
- *any likelihood offence(s) will be repeated;*
- *if alcohol or illegal drugs were a factor in commission of offence(s); and,*
- *the degree of cooperation with this investigation.*

Consequences for Non-Compliance: *Any other who fails to comply with the Police Records Check requirements of the Board will be denied school access pending compliance.*

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD POLICY COMMITTEE**

Prepared by: Rajini Nelson, Superintendent of Business & Treasurer
Presented to: Policy Committee
Submitted on: March 10, 2026
Submitted by: Mike McDonald, Director of Education & Secretary

Community Use of Schools # 400.05
Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) recognizes that school facilities are valuable community resources that support the spiritual, educational, recreational, and social development of the communities they serve.

The Board supports the use of its facilities by community organizations when they are not required for school or Board purposes. Community access to school spaces encourages partnerships and enhances opportunities for programs and activities that benefit students, families, and the broader community.

The Board is committed to ensuring that the use of its facilities is managed in a fair, transparent, and equitable manner, and that all activities conducted within Board facilities are consistent with the mission, values, and beliefs of the Board.

DEVELOPMENTS:

The Community Use of Schools Policy and Administrative Procedure were reviewed to ensure they remain current and aligned with Board practices, Ministry guidance, and operational requirements.

The policy and administrative procedure were circulated for stakeholder feedback in accordance with the Board’s policy review process.

As a result of the review and feedback received, the following updates were made:

- Permit hours for public use were clarified and adjusted to better align with operational requirements and the Board’s cost recovery model.
- Approval processes within the administrative procedure were updated to reflect the current organizational structure and responsibilities within Facility Services and school administration.
- Roles and responsibilities of staff and permit holders were revised to improve clarity and ensure alignment with current operational practices.

These revisions ensure that the policy and administrative procedure remain consistent with current Board practices while continuing to support community access to school facilities.

The Superintendent of Business and Treasurer will review and establish the Community Use of Schools Rates and Fees annually, with any revisions reported to the Board for information, as appropriate.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the Community Use of Schools Policy #400.05 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Community Use of Schools #400.05

Adopted:	September 9, 2003
Last Reviewed/Revised:	December 3, 2020 March 2026
Responsibility:	Superintendent of Business & Treasurer
Next Scheduled Review:	2024-2025 2029-2030

Policy Statement

The Brant Haldimand Norfolk Catholic District School Board (the “Board” or “BHNCDSB”) believes in building positive relationships and partnerships with our parishes, parents, and communities. The Board acknowledges that educational facilities are an integral part of the community and as such add to the spiritual, educational, recreational, and social development of those who share it. The Board strives to ensure usage is fair, reasonable, and equitable.

It is the intent of the Board to have its facilities used in the best interests of the community, when they are not required for school or Board purposes. The use of Board facilities must be complementary to the goals and beliefs of the Board.

Application and Scope

This Policy and Administrative Procedure establishes guidelines for school administrators, staff and community stakeholders for the use of Board facilities and applies to all elementary and secondary schools and administrative buildings.

References

- The Education Act
- Ministry of Education Community Use of Schools, Program Principles.
- Smoke-Free Ontario Act
- R.R.O. 1990, Regulation 834, S.1. Re: Critical Injury

Forms

- List Not-For-Profit Status Application

Appendices

- N/A

Definitions

A list of any relevant definitions required for the Policy and associated Administrative Procedure. Definitions must be formatted as follows:

Critical Injury: For the purposes of the Act and the Regulation, critically injured means an injury of a serious nature that places life in jeopardy, produces unconsciousness, results in a substantial loss of blood, involves the fracture of a leg or arm, but not a finger or a toe, involves the amputation of a leg, arm, hand or foot, but not a finger or a toe, consists of burns to a major part of the body, or causes the loss of sight in an eye.



Permit Supervisor: Permit supervisor shall be the person designated by the Permit Holder to be the representative present at the permit location. The designated person shall be over the age of 18 years.

Catholic Churches / Parishes: Any Roman Catholic Church, within the Dioceses of Hamilton, London and St. Catherine's, and defined as one in Union with the See of Rome.

BHNCDSB Employee Recreation Groups: A minimum of 70% of the user group must be employed by the Board to qualify for the subsidized hourly rental rates. The Board reserves the right to request a list of users from permit holders to ensure that the group is meeting the minimum standard.

Permit Holder: The person or organization named on the on the Community Use of School permit.

School Year: For the purposes of this Policy and Administrative Procedure, the school year begins on the first Monday following Labour Day in September until June 30th.

Historical Booking: Booking from any classification of user group that have been booking with the Board for three (3) or more consecutive years at the same facility and time. In situations such as priority school bookings and providing equitable access to facilities for all groups may result in the denial of a historical booking application status.



Administration Procedures

The main body of the Administrative Procedure, this section outlines specific direction, action, and expected standards to implement the policy.

1. Classification of Users Groups

Type 1: Joint Use of Facility Agreement

Joint Use of Facility Agreement (JUFA) partners for the purpose of offering recreational and/or cultural programs on behalf of the municipality available to all residents of the local community. This does not include tournaments.

Type 1 – A: Non-Profit Youth

Non-profit entities or other public agencies that use school facilities; whose primary purpose is to provide programs and/or services that are designed and operated to advance the academic success and healthy lifestyles of youth (under the age of 18 or 28, for those participants under a disability) in the community, i.e., Cubs, Scouts, Brownies or groups donating to the BHNCDSD in the amount greater than the fee charged for the use of the facility. School alumni activities sanctioned by the school administrator.

The Board reserves the right to review activities and approved financial statements of all non-profit groups to support their not-for-profit status.

Type 1 – B: Non-Profit Adult

Non-profit entities or other public agencies that use school facilities; whose primary purpose is to provide programs and/or services that serve the local neighborhood or community but are not explicitly designed and operated to advance the academic success and healthy lifestyles of the children in the school and where zero or nominal admission or participation fees are charged. Not for Profit organizations that are not specifically for youth, i.e., YMCA, St. John's Ambulance, approved Health Unit activities, short-term use by municipal emergency services.

Type 2: Non-Profit Other

Fundraising events, non-Catholic Church services, service club meetings, amateur drama clubs, non-affiliated community groups, local cultural groups, other educational groups, i.e., colleges and universities, tournaments, Union/Federation events, school alumni activities not sanctioned by the school administrator, non-affiliated adult recreation.

Type 3: Commercial or Private User

Commercial enterprises, professional theater, Non-Catholic church services, private individuals, private fitness and dance instructional groups.

Type 4: BHNCDSD and Associated User

Student and/or staff events sanctioned by the school administrator, school clubs, school council, administrative or other staff meeting, sporting teams and clubs, and Catholic Church and Catholic Church affiliated group events. This also includes municipal, provincial, or federal polling stations, which covers direct expenses incurred by the Board (i.e., custodial, security, etc.) and public health use (i.e., immunizations, screening).



Type 5: Non-Profit Priority Schools

Non-profit youth related community groups, non-profit children's recreation providers (not including tournaments), other not-for-profit or charitable groups as defined by the Ministry of Education. The permit type is dependent on funding received by the Ministry of Education. If funding is paused or retracted, permits will be processed according to the appropriate classification of user groups.

Type 6: Reciprocal User

Non-profit childcare, EarlyON Child and Family Programs and Before and After School Children's Recreation Providers as outlined by an agreement. These do not include tournaments or special events, or spaces not outlined in their agreement with the Board.

2. Applications and Permits

Ontario's schools are community hubs where all people can gather to learn and participate in a range of activities offered by community organizations. In an effort to create affordable access to community facilities, the Ministry of Education has developed the Community Use of Schools grant, which allows the Board to provide subsidized rental rates for not-for-profit groups to use school facilities outside of regular school hours.

The Board will endeavour to make available to the public; facilities and premises for all educational or lawful purposes, which are consistent with the teachings of the Roman Catholic Church and must be complementary to the goals and beliefs of the Board.

Schools are typically available for public use during the following hours:

- ~~School days: 6:00 p.m. to 10:00 p.m.~~
- ~~Non-school days: 8:00 a.m. to 10:00 p.m.~~
- Monday-Friday 6:00 pm to 10:00 pm
- Saturday 8:00 am to 8:00 pm
- Sunday 8:00 am to 6:00 pm

The Board has a tiered approval system through the online Community Use of Schools Program. Community groups must complete an Online Application to use school facilities. Applications should be submitted at least two (2) weeks in advance of the requested activity:

1. A new user to the online booking system must create an account with all required information and login.
2. An email will then be forwarded to the email address provided to activate your account. If requesting a new permit as part of a larger community group with several permit holders, the email message may be forwarded to the "leader" of the community group to verify the new user's role within that community group.
3. Once the account has been activated, new permits may be created.
4. For new permits, all information required regarding the new permit must be completed (i.e., category, date(s), time(s), reoccurrences, school, spaces to be used, event supervisors, special instructions, comments to the custodian, etc.) and save and close the permit.
5. Review the permit once again for accuracy, i.e., correct dates / times, etc., to avoid Change Permit Fees after the permit has received final approval and has been locked.
6. Once the permit has been saved, it is placed in a pending category.
7. The Plant Assessment & Community Use Secretary will review the booking to ensure that all details are complete (i.e., there are no conflicts regarding the category, date(s), time(s) or space(s) required, review permit costs and include any additional costs regarding, extra custodial time, insurance, water flushing, etc.) and include comments regarding special



- instructions or comments for the custodian or permit holder and approve or deny the booking.
8. If the permit is denied, the Plant Assessment & Community Use Secretary will provide a reason for the denial in the comments section for the permit holder.
 9. If the permit is approved by the Plant Assessment & Community Use Secretary, details regarding the booking will then be forwarded to the administrator of the school where the booking will occur.
 - ~~10. The school administrator will review the booking, make any comments, if required, and approve or deny the booking.~~
 - ~~11. If the booking is denied, the school administrator will provide a reason for the denial in the comments section for the permit holder.~~
 - ~~12. If the permit is approved by the school administrator, it will be returned to the Plant Assessment & Community Use Secretary for final review and approval.~~
 13. The Plant Assessment & Community Use Secretary will grant final approval only when all information is completed, a valid Certificate of Insurance has been obtained and proof of licensing (where applicable) has been received from the permit holder. Payment is due upon approval of the permit.
 14. Once the permit has received final approval, an email is forwarded to the permit holder informing them that their permit has been approved and locked.
 15. When a permit has been approved and locked, the permit holder is no longer able to make changes to the permit. Permit changes can only be made by the Plant Assessment & Community Use Secretary and applicable Change Permit fees will apply.

All inquiries, concerns and/or complaints should be directed to the Plant Assessment & Community Use Secretary at cus@bhncdsb.ca. A permit holder can check the status of their permit by using the Board's Online Booking system at any time.

Beginning July 2nd and ending September 15th, permit holders may submit, for approval, no more than two (2) bookings per week per rental facility to ensure all community members and groups equal opportunity to access Board-owned facilities. Beginning September 30th, permit holders may submit, for approval, additional bookings per week per rental facility.

The Board reserves the right to revoke a booking/permit at any time. The Board, schools, and Roman Catholic Churches have first right to all Board-owned facilities and their right to use a booking space can supersede an existing request for permit; if necessary. In addition, the Board must comply with the terms and conditions under the Election Act for use of Board-owned facilities by federal, provincial, and municipal governments. Election permits will take precedent over all other permits. All fees will be refunded for the period of school, Board, parish, or election use.

The Board will endeavor to honour historical permits, providing first right of refusal for the same facility and time. In the event of any conflict, permits will be approved using the following priority sequence:

1. BHNCDSD and Associated Users
2. JUFA
3. Non-Profit Youth
4. Non-Profit Adult
5. Non-Profit Other
6. Non-Profit Priority Schools
7. Reciprocal Users
8. Commercial / Private User



3. General Condition of Use

1. Permits are not transferable.
2. Permits are valid for the current school year only and new applications must be made on an annual basis, beginning July 2nd.
3. Applications for the following school year (the first Monday following Labour Day in September until June 30th) can be submitted online as of July 1st 2nd. New applications submitted prior to July 1st will be denied.
4. Outdoor fields are generally available for booking during the months of May to September. Outdoor field use is subject to the conditions of the field and may be impacted by the weather and soil conditions. Start dates for field use may be delayed, or field use may be disrupted or prohibited, until field conditions are restored.
5. Permits will be cancelled when schools are closed due to inclement weather or for reasons beyond the control of the Board. Notice of cancellation will be provided as quickly as possible in each situation.
6. During times of inclement weather, cancellations will be announced on local radio stations and posted on the Board's website (www.bhncdsb.ca). An email message will also be forwarded to all permit holders on the cancellation day, via the online booking system, to advise permit holders of the cancellation. All fees will be refunded for the period of inclement weather.
7. Smoking is prohibited on all Board-owned property; 24-hours per day, as outlined in the Smoke-Free Ontario Act. Permit holders are not permitted to smoke outside the building and must vacate Board property for smoking purposes.
8. No utterance, portrayal, display or performance of an obscene or disloyal nature will be permitted.
9. If a Permit Holder's policies or activities are contrary to the philosophy, mission and values of the Board, the Permit Holder shall be denied use of any property of the Board.
10. A person or persons shall not use Board-owned facilities unless an online Permit Application has been received and approved in accordance with this policy and administrative procedure.
11. The Permit holder may be required to print a copy of their permit(s) to gain access to the rental space or to verify permission to use specialized gymnasium equipment, audio visual or sound equipment.
12. Nuts and nut products, shellfish and latex (balloons) are not permitted in Board-owned facilities as these products pose a significant health risk to some of our students and community members.
13. Clean, rubber-soled, non-skid and non-marking athletic shoes must be worn by all players during athletic functions held in school gymnasiums and / or general-purpose rooms
14. Signs and decorations may not be attached to walls or elsewhere without prior arrangement and permission from the school administrator **and/ or Facilities Manager/ Senior Manager of Facilities & Construction.**
15. All additions or alterations to any part of a Board-owned structure are to be noted in the Online Application and must be approved by the **Senior Manager of Facilities & Construction/ Manager of Facility Services (or designate).**
16. The use of any outdoor area, i.e., outdoor field and parking lot, must be reserved through the Board's online booking system.
17. Vehicle parking is permitted in designated parking areas only. Parking is not permitted on grass or asphalt play areas.
18. Seating capacities in gymnasiums and cafeterias must not exceed the Fire Department's limit indicated on the capacity listings posted in these areas.



19. The permit holder is responsible for enforcing all fire regulations and must ensure that obstructions are not placed in corridors or in front of fire exits. Some events / bookings, which use tables and chairs, may require the permit holder to submit a floor plan to the Plant Assessment & Community Use Secretary; for approval and to ensure Fire Safety compliance.
20. In compliance with Fire Regulation and immediately upon the sounding of the fire alarm, house lights will be activated, and the permit holder and their audience will be requested to leave the rental space by the nearest exit(s). Only when the Fire Department has brought the fire under control or has determined that a false alarm has occurred, will the permit holder and their audience be permitted to re-enter the rental space.

4. Restriction and Limitations

1. Except for use as Polling Stations during elections, schools shall not be used for partisan political events.
2. Permits will not normally be issued during the months of July and August, due to annual maintenance of schools and vacation schedules of staff members. Permits will not be issued during the last two weeks of August. The Board will consider granting permits on a case-by-case basis during the excluded dates above.
3. Typically, permits will not be issued during statutory holidays, Easter Monday, professional development days or during Christmas holidays and March Break (this includes the weekends before and after Christmas holidays and March Break).
4. From time-to-time, permits will not be issued at Board-owned facilities when construction or renovations are underway, when major repairs or maintenance have been scheduled, or unforeseen incidents have occurred, i.e., flooding, fire, gas leak, absence of heat, hydro or water, which could compromise the safety of permit holders.
5. A limited number of Board-owned facilities may be available for rental during the excluded dates above.
6. Floor hockey, ball hockey, and other high-risk activities are not permitted inside any Board-owned facility.
7. Indoor soccer is permitted, but only with the use of indoor soccer balls.
8. Use of pyrotechnics, smoke machines and dry ice is strictly forbidden.
9. Elementary school classrooms are not available for rental. If a community member or group requires a classroom-type space, please contact the Plant Assessment & Community Use Secretary to discuss alternative areas. Alternatively, secondary school classrooms are available as rental spaces to community members or groups.

5. Use of Equipment

1. Tables, chairs, dishes, and other equipment, brought into the facility by the permit holder, shall be removed promptly after the permit activity.
2. Permit holders are not permitted to store furniture, equipment, or material in any Board-owned facilities, unless the permit holder has written consent from the school administrator of the facility **and/or Senior Manager of Facility Services & Construction/ Manager of Facility Services**. This consent should be noted in the online booking.
3. Typically, gymnasium equipment, other than basketball nets and volleyball standards, are not available for use by permit holders. However, the school administrator may grant permission for the use of other gymnasium equipment. Only specific items, requested in the online booking, will be left in the gymnasium by the principal or designate. The permit holder is responsible for reimbursement of costs to repair / replace any damage caused to specific equipment by the permit holder
4. Typically, the use of audio visual and sound equipment are not available for use by permit holders. However, the school administrator may grant permission for the use of this equipment. Only specific items, requested in the online booking, will be left in the rental



space by the principal or designate. The permit holder is responsible for reimbursement of costs to repair / replace any damage caused to audio visual and sound equipment by the permit holder.

5. Use of the kitchen / staff room, its equipment, and small wares, is not permitted in any school.
6. All scenery, special effects, props, etc. must be approved by the school administrator at least 24 hours prior to presentation or dress rehearsal. All scenery, special effects, props, etc. must be removed from the premises immediately after the booking or within a period of time agreed to by the school administrator and the permit holder.

6. Activities Not Approved

1. Permits will not normally be issued for events such as weddings, baby / wedding showers, "buck & doe's", birthday parties, large community events / festivals, etc., unless written consent has been granted by the Director of Education or the Superintendent of Business Services or their designate.
2. School board facilities may be used for any function, except those not deemed to be acceptable by the Director of Education, Superintendent of Business & Treasurer, the school administrator or designate.

7. Insurance Requirements

The Board's insurance coverage **does not** protect users or user groups. All user groups must provide proof of general liability insurance (Certificate of Insurance) in the name of the user group for the entire duration of the permit. Permits will not be approved without proof of insurance. User groups agree to the following:

1. To assume full responsibility for the acts and conduct of all persons admitted to the premises.
2. To supply and provide proof of insurance. User groups shall request a Certificate of Insurance from their insurance provider for general liability insurance in the minimum amount of \$2 million, naming the "Brant Haldimand Norfolk Catholic District School Board" as an additional insured on the policy.
3. During the use and occupations of the premises, the user groups shall indemnify and save harmless the Brant Haldimand Norfolk Catholic District School Board from and against any and all liability whatsoever resulting from injury or damage to person, persons or property as a result of the use and occupation of the premises, unless such injury or damage results from the sole negligence of the Board.

Groups not covered by liability insurance may purchase the required insurance through the BHNCDNB based on the User Group Policy and Rating Schedule. The cost of the insurance will be reflected in the permit. Failure to provide a certificate of insurance, or to purchase the required insurance coverage prior to the activity, shall result in cancellation of the request.

Permit holders must supply and provide proof of valid insurance five (5) calendar days prior to the first booking. If the certificate is not provided within the designated timeframe, the first booking of the permit will be cancelled and not reinstated.

8. Community Use Fees

All fees shall be paid, in advance, directly to the Board. The online Community Use of Schools system allows permit holders to pay by credit card and the Board encourages permit holders to use this method of payment. The permit holder may wish to pay the entire cost of the permit or have it pro-rated over the length of the permit, with monthly installments made to their credit card.

For permit holders who do not have a credit card, cheques must be received at least 14 days prior to the first booking date. Cheques are to be made payable to the BHNCDNB and should quote the permit number, i.e., 2020-13-14-0008.



Cheques should be mailed to the following address:

Brant Haldimand Norfolk Catholic District School Board
Attention: Plant Assessment & Community Use Secretary
322 Fairview Drive
P.O. Box 217
Brantford, ON N3T 5M8

Failure to pay applicable fees will result in the immediate cancellation of all future permits.

It is the intent of the Board to provide subsidized rental rates to non-profit organizations under the Community Use of Schools grant made available by the Ministry of Education. The rate of subsidy will be determined annually; based on the grant provided to the Board.

The Community Use of Schools Rates and Fees schedule outlining all fees to be paid, shall be established by the **Board-Superintendent of Business & Treasurer**, and may be adjusted annually, or on an as needed basis, if contractual obligations are required. Fees will be adjusted annually based on Board expenses and the cost recovery model. The Community Use of Schools Rates and Fees schedule will be communicated and posted on the Board website annually.

The permit holder is responsible for reimbursement of costs to repair / replace any damage caused to the building, grounds and equipment and lost or stolen items. The Board will seek full restitution for any theft / loss and / or damage done to its buildings, equipment or grounds by the permit holder.

Notwithstanding anything in this policy, the Board may charge fees for other direct costs associated with use of Board facilities, including, cost of additional staffing, security, or snow removal.

Hourly Rental Rates

Community use rental rates are based on the activity of the permit holder and the type of space booked. Refunds are subject to cancellation timelines as established under cancellation fees.

Custodial Fees

A Board custodian must be on site for all community use activities. Custodial fees will be applied when a custodian is not already scheduled to work at a school. An on-site custodian varies from each school and a minimum two **and a half** hour charge will be applied, which includes time for set-up, clean-up and opening/closing the facility.

Custodial fee refunds are subject to cancellation timelines as established under Cancellation Fees.

Permit Application Fee

An application fee is a non-refundable administrative fee applied to each permit. User groups with multiple permits will only be charged a maximum of \$100.00 per school year.

Permit Change Fee

Once a permit has received final approval it will be "locked" and changes cannot be made to the permit. If a permit holder requires changes to be made to their booking, a non-refundable permit change fee will be charged for each change requested.

Permit Cancellation Fee

A minimum of **seven (7) five (5)** calendar days or **three (3) business days** are required to cancel any permit. A non-refundable cancellation fee will be charged to any permit if the permit holder cancels a booking less than **seven (7) five (5)** calendar days or **3 (three) business days** before the date of the



booking.

'No Show' Fee

If a user group is not in attendance for their scheduled booking date, all fees and costs, including a non-refundable 'no-show' fee will be charged to the permit holder.

A user group may be suspended from future bookings for 'no showing' at the discretion of the Superintendent of Business & Treasurer.

False 9-11 / Fire Alarm Fee

If a false alarm is caused by the permit holder or a member of their audience, permit holders will be charged for the costs of security, police, or fire department false alarms.

Outdoor Lighting Fee

If outdoor facilities such as sports fields are used and the lighting is required for the duration of the permit hours, an outdoor lighting fee will be charged.

9. Roles and Responsibilities

School Administrator

It is the responsibility of the school principal to:

- Input all school-sanctioned events, before June 1st of each school year, into the Board's online booking system so that community groups are aware of the availability of school facilities.
- ~~Approve or deny permits, within three working days of notification of the application, for the use of facilities in their school by community groups~~
- Verify permits in the Board's online booking system, as required.
- Report, using the online booking system, where possible if:
 - Adequate supervision is not maintained.
 - Participants or spectators/guests enter the rental space before an adult supervisor arrives.
 - There are still participants and/or spectators/guests present after the permit has ended.
 - If exterior doors are propped open.
- Approve or deny requests for the use of gymnasium equipment, other than basketball nets and volleyball standards and for the use of audio visual and / or sound equipment. If such requests are approved by the principal, these specific items will be left in the gymnasium or rental space by the principal or designate.
- Ensure that permitholders adhere to the regulations and conditions for use as established in the Board's Community Use of Schools policy and administrative procedures. Contact the Plant Assessment & Community Use Secretary to report infractions.

Plant Assessment & Community Use Secretary

It is the responsibility of the Plant Assessment & Community Use Secretary to:

- Ensure that online bookings by community groups are complete and meet the regulations and conditions for use as established in the Board's Community Use of Schools policy and administrative procedures, i.e., validation of insurance, Party Alcohol Liability (PAL) insurance, licensing, payment for use of facilities, etc.
- Ensure, before June 1st of each school year, that all areas of the online booking system are configured, updated and consistent with the Board's Community Use of Schools policy and procedures, i.e., calendar year, excluded dates, permit types, space types, costs / subsidies,



equipment, notifications, comments, frequently asked questions, etc.

- Respond to inquiries and questions regarding the use / rental of Board-owned facilities.
- Respond to inquiries and questions regarding the use of the Board's online booking system.
- Approve or deny the initial request to book a school facility.
- Ensure that permit holders have correctly stated their Permit Type and make changes / corrections where necessary. In the case of a permit type discrepancy, the Plant Assessment & Community Use Secretary's decision is final.
- Allocate custodians for each booking **in coordination with the Supervisor of Custodial Services.**
- Allocate fees / discounts, as required, to permit holders, i.e., application fees, rental fees, multiple usage discounts, cancellation fees, security card fees, permit change fees, etc.
- Approve custodian time sheets or online submissions, as required, for time required to open / close a school, to water flush a school, to set up and clean the space used by the permit holder, etc.
- Ensure adherence to the regulations and conditions for use as established in the Board's Community Use of Schools policy and administrative procedures and take necessary action, as required, i.e., discuss infractions, issue warnings, administer fees, cancel bookings, cancel permits, and deny bookings.
- Prepare Ministry and Board reports and other reporting requirements for review.

Custodian

It is the responsibility of the custodian to:

- Verify permits in the school online calendar, as required, noting space required, dates / times, special instructions, permissions for the use of other gymnasium equipment or audio visual and sound equipment, etc.
- Ensure the care and protection of school property while bookings are in progress.
- Set-up rental spaces as required by the permit holder and ensure that rental spaces are left in a clean orderly fashion by the permit holder.
- Be onsite for the duration of the booking.
- Ensure that youth participants do not enter the rental space before an adult supervisor arrives.
- Ensure, where possible, that adult supervisors remain at the rental space until all participants have left the space.
- Ensure that exterior doors are not propped open.
- Monitor, when possible, community members and groups to ensure adequate supervision is maintained at all times.
- Ensure that permitholders adhere to the regulations and conditions for use as established in the Board's Community Use of Schools policy and administrative procedures. Contact the Plant Assessment & Community Use Secretary to report infractions.
- Report all violations on the day of the event:
 - To the school administrator via email.
 - To the Plant Assessment & Community Use Secretary using the online booking system.

Manager of Facility Services Senior Manager of Facilities & Construction

It is the responsibility of the Manager of Facility Services (or designate):

- Advise, the Plant Assessment & Community Use Secretary, before April 1st or as soon as it is known, of any Board facility, which cannot be rented due to construction or renovations, major repairs or maintenance, or unforeseen incidents, i.e., flooding, fire, gas leak, absence of heat, hydro or water, which could compromise the safety of permit holders.



- Approve or deny all additions or alterations to any part of a Board-owned structure, which are noted in the Online Application.
- Train and familiarize caretakers with eBase and the Community of Use system
- Ensure appropriate custodial coverage is in place for all permits
- Respond to facility emergency situations

Permit Holder

It is the responsibility of the permit holder to:

- Adhere to the regulations and conditions for use as established in the Board's Community Use of Schools policy and administrative procedures. Failure to do so could result in the cancellation of permit(s).
- Complete an Online Application for the rental of Board-owned facilities.
- Make new permit requests at least 14 days prior to the first date of the activity. If the request is not made within this period of time, the Board cannot ensure that final approval of the booking will be granted before the first date required.
- Upload, a valid Certificate of Insurance and proof of licensing (where applicable) to the online permit or purchase insurance through the Online Permit Application process. A minimum of 14 calendar days prior to the date of the start of the permit is required to purchase insurance.
- Provide payment when the permit has received final Approval.
- Ensure that bookings are accurate so that Change Permit Fees are not charged.
- Cancel bookings at least ~~seven (7)~~ **five calendar days or 3 (three) business days** before the booking date, so that Cancellation Fees are not charged.
- Assume full responsibility for the acts and conduct of all persons admitted to the premises while their booking is scheduled.
- Ensure that participants and spectators, siblings, etc., remain within the designated rental space.
- Ensure that all participants and spectators leave the rental space before the ending time of the booking.
- Ensure that adequate adult supervision is maintained in all rental spaces, i.e., when many areas are used, an adult supervisor must be present in each of the areas.
- Ensure that youth participants do not enter the rental space before an adult supervisor arrives.
- Ensure that adult supervisors remain at the rental space until all participants have left the space.
- Ensure that exterior doors are not propped open.
- Report all critical injuries to the Board's Disability Management & Safety Coordinator immediately after the incident at 519-756-6505. A critical injury is an injury of a serious nature that places life in jeopardy, produces unconsciousness, results in a substantial loss of blood, involves the fracture of a leg or arm, involves the amputation of a leg, arm, hand or foot, consists of burns to a major part of the body or causes the loss of sight in an eye.
- Be responsible for all damages incurred while their booking is scheduled. This shall also include reimbursement of costs to repair damage caused to the Board's fields and play spaces.
- Ensure that the rented space used is left in the same, or better, condition than when the booking began.
- Produce an electronic or printed copy of the permit, upon request while onsite.