



Sathya Sai School

TORONTO, CANADA

SECTION 3 – BUILDING USAGE

BUILDING USAGE, POLICY # BLD – 3 – 01

Applies To: Building Management Committee

Approved By: Building Manager

Date: TBD

POLICY: BUILDING USAGE

Trustees of the Sathya Sai School support use of the school building by members of the community when some school facilities are not being utilized for school activities. The school building is a convenient venue for business meetings, educational, spiritual, or any other meetings or activities that encourage the growth of our communities.

This Policy outlines the facilities and related agreement of terms and conditions that are available for “Users”, the type of “Users” who can use the facility, approval process for Usage, conduct of the “Users” terms & conditions and fees schedule.

Trustees of the Sathya Sai School delegate the Facilities Manager of the Sathya Sai School to oversee and determine any and all matters related to use of the Sathya Sai School by private parties.

FACILITIES AVAILABLE FOR USE BY OTHER PARTIES

The following school Facilities may be available for the following activities:

- The Gymnasium (approximate size 23.8m x 14.5m) for large meetings, entertainment programs, speeches, Basketball, training, and workshops. Maximum Capacity of the Gymnasium is 250 people
- Mezzanine (approximately 10.0m x 10.0m) for meetings, exercise classes etc. Maximum Capacity is 30 people
- Two Conference Rooms are available for meetings (approximately 7.3m x 7.3m). Maximum Capacity is 20 people
- Staff room will be available if required for serving food; maximum capacity is 30 people

CATEGORY OF USERS

All Categories of Users will be required the following:

- Fill out the Application Form for Usage
- Have Insurance in place for Facility usage
- Will be issued a Permit to use the Facilities, if all the conditions are met
- The Facilities Manager maintains the right to determine which Category is applicable for any given User/Permit Holder.

Category 1

Sathya Sai International Organization, Canada (SSIO), may use the school facilities for special meetings or special occasions.

Canadian Institute of Sathya Sai Education (CISSE) is also a Category 1 User and may use the school facilities for development of programs, meetings and training.

There will be no charge to this category of Users, as SSIO is the parent organization of the Sathya Sai School and CISSE is involved in the school program development.

Category 2

This category will include any Non-Profit organizations, or any other similar organizations deemed by the Facilities Manager, that may wish to:

- Use the school facilities for spiritual activities (Please note, open flames will not be allowed)
- Use the facilities for educational purposes, musical programs, workshops, seminars or any other activity expressly deemed included in this category by the Facilities Manager. However, Weddings will not be allowed

There will be a fee to cover the cost of utilities and usage, as per Section 5.

Category 3

Category 3 includes Business or Recreational groups that may wish to use the facilities for meetings, workshops, seminars etc.

There will be a fee to cover the cost of utilities and usage, as per Section 5.

PROCEDURE – APPLICATION

1. The Facilities Manager will arrange for viewing of the facilities, for Users that are unfamiliar with the school building and are interested in using the facilities.
2. All applications for use of school facilities must be submitted in writing to the Facilities Manager, as an initial inquiry. The attached Application Form including a signed copy of the Terms & Conditions must be submitted to make a formal application for building usage.
3. A Damage Deposit, from Category 2 & 3 Users, would be required along with the Application;
 - a) A cheque of \$200 for a group that is less than 50 people
 - b) A cheque for \$500 for a group larger than 50 people
4. The Applicant and the Facilities Manager will sign off on a “Check List” (FUTURE) that will have an inventory and condition of the furniture and other major items in the room/rooms, before the event.
5. A Permit will be issued to the User along with a signed copy of the Check List (FUTURE) and the Terms & Conditions.
6. The Damage Deposit will be returned to the User, if it is determined that there is no damage to the Facilities, after the event. However, all or portion of the deposit will not be refunded if funds are required to bring the premise into its original condition, including but not limited to repairing, cleaning, garbage disposal, re-arranging furniture, etc.
7. Any changes requested to issued permits must be in writing and are subject to a \$50 fee. The Change Fee applies to all Categories.
8. Three weeks would be required to process an Application.
9. Fees must be paid in full to the school 5 business days in advance of the event. Payment can be made by cheque payable to the Sri Sathya Sai Education Trust of Canada.
10. Applications will be considered on a first come first serve basis. Priority will be given to School and School Trust events, in case two applications are received at the same time.
11. The Facilities Manager must be notified of any cancellation dates at least seven days in advance of the event.
12. Facilities Manager must authorize the serving of any food items on the property.
13. The interpretation and administration of these regulations are the responsibility of the Facilities Manager.
14. Additional information regarding the permit process and fees can be obtained from the Facilities Manager.

All Applications will be made to the following address, using the below form:

Sathya Sai School

Attn: Facilities Manager

451 Ellesmere Road, Toronto, Ontario M1R 4E5, Canada

E-mail: usage@sathyasaischool.ca

Telephone: (647) 848-8972

FEE STRUCTURE

Number of Participants	Fees for Cat. 1	Fees for Cat. 2	Fees for Cat. 3
Less than 30	\$0	\$50/Hour + HST	\$65/Hour + HST
30 - 50	\$0	\$100/Hour + HST	\$130/Hour + HST
50 - 100	\$0	\$200/Hour + HST	\$250/Hour + HST
100 - 300	\$0	\$300/Hour + HST	\$350/Hour + HST
Staff Room for Serving Food	\$0	\$30 + HST	\$30 + HST

The Facilities Manager maintains the right to determine which Category is applicable for any given User/Permit Holder.

INSURANCE REQUIREMENTS

Groups using the school facilities must have insurance coverage in place to use the School facilities.

The applicant is required to have insurance coverage for the event/usage; a copy of the insurance certificate that meets the following requirements, should be provided 7 business days prior to the event:

1. Sri Sathya Sai Education Trust of Canada must be named on the certificate with the formal address: 451 Ellesmere Street, Scarborough, ON, M1R 4E5
2. The certificate must clearly indicate the policy number, start and end date of the policy;
3. The certificate of insurance must be for a minimum coverage of \$2,000,000 in general property and liability per occurrence;
4. The minimum acceptable aggregate amount is \$5,000,000.
5. In the event that a party does not possess the requisite insurance policy requirements; an appropriate insurance policy should be purchased.

GLOSARY OF TERMS

Permit – Formal Approval to use the school facility given to a User

Permit Holder/User/Applicant – Organization or Group (other than the school staff/students/parent group/Trustees of the Sathya Sai School) that has a formal Permit for using the Sathya Sai School facilities for a specific event on specified date/dates and time.

School – Sathya Sai School, located at 451 Ellesmere Rd., Scarborough, ON

Facilities – Part of the School facilities that could be utilized by the permit holder for a specific event.

Terms and Conditions – Rules of conduct that Users must follow during the Use of the School facilities

Facilities Manager – The officer who manages the use of School premises by outside parties; this person is carrying out this responsibility on behalf of the Trustees of the Sathya Sai School.

Premises – Includes all the area and buildings within the fenced - in property of the school

APPENDIX BLD – 3 – 01A AGREEMENT OF TERMS AND CONDITIONS

1. All Permit Holders must provide proof of liability insurance with a minimum coverage in accordance with current standards, as stated in “Insurance Requirements” section.
2. The Permit Holder and/or its agents agree to hold all or any of the Facility’s Managers, Staff and/or Trustees harmless and free from any liabilities, claims, or causes of action that may take place as a result of the Permit Holder’s, or party member’s, use of the Facility. Additionally, that the Permit Holder and/or its agents agree to indemnify all or any combination of the Facility’s Managers, Staff and/or Trustees for any fees (including but not limited to: damages of any kind, sanitary work, maintenance, repairs or fees incurred as a direct result or an indirect result of the Permit Holder’s or their party’s use of the Facility.
3. The Permit Holder is responsible for any theft, loss and/or all damages arising from the use of school premises by the Permit Holder, or a member of his/her party.
4. The Facility must be solely used for the intended purpose as identified on the Permit and/or Application form.
5. Permit Holders are required to restrict their activities to the locations and the time period stated on the permit.
6. The Facilities Manager of the Sathya Sai School will determine the Category of the User and the related rental fee.
7. In any event, the permit holders and all other users must vacate the School by 10:00 p.m. Monday - Saturday, and by 9:00 p.m. on Sunday or statutory holidays, when the next day is a school day.
8. Smoking is not permitted on the school premises at any time
9. Alcoholic beverages and Drugs are strictly prohibited on the school premises
10. Non-vegetarian food, including sea food and eggs, will not be served on the school premises.
11. Food or beverages are to be consumed ONLY in the Staff Room. However, vegetarian finger foods and non-alcoholic beverages may be served in the Conference Rooms during a meeting.
12. The Permit Holder shall ensure that all aisles, hallways, stairways and exits in the building are kept free from any obstruction at all times.
13. The Permit Holder shall not bring, or retain on the premises, any products or materials which may pose a fire risk e.g. open flames or conflict with the regulations of the Fire Department or the Public Health Department.
14. The Permit Holder will be responsible for any fee charged by a municipality or fire department for a false fire alarm caused by permit group.
15. The Permit Holder and all persons allowed in the permitted facilities by the Permit Holder shall exit the building in the event of fire alarm or fire drill and remain outside until the appropriate authority gives the all clear.

16. Permit Holders are not permitted the use of any school equipment unless formally authorized by the Facilities Manager.
17. Permit Holders are not permitted to operate, adjust or interfere with the existing electrical, mechanical, security, audio /visual equipment and systems.
18. Permit Holders will discuss and need permission from the Facilities Manager before bringing in any equipment that will be connected to the electrical, mechanical, water, structural, or security systems of the building.
19. The Permit Holders are required to leave the building in the original condition i.e. clean premises, garbage removed, furniture placed back in the original locations, food items are cleared from tables etc.
20. Non-marking shoes must be worn in the gymnasium and mezzanine.
21. The Permit Holder shall conform to all applicable government by-laws and regulations and shall not carry on any activities which may be deemed a nuisance or of an unlawful nature.
22. The Permit Holder shall not partake in any discriminatory activities, distribute, post or display symbols or emblems that suggest supremacy or incite hatred or violence or make offensive comments on school property which contravene the Ontario Human Rights Code or any other relevant legislation.
23. Parking is permitted in designated areas only. Approximately 55 outdoor Parking stalls are available on the premises. The owner and/or driver of the vehicle will be responsible for any consequences related to illegal parking.
24. Permit holders acknowledge and agree that the School Trust reserves the right to alter and/or cancel a permit, under extra ordinary circumstances and that the permit holders are entitle only for the refund of applicable fee and deposit and not entitle for any damages arising from the cancellation of the permit. Every effort will be made to give the Permit Holder adequate notice.
25. It is prohibited for Permit Holders to sublet the school Facility to a third party.
26. Non-conformance with the Terms and Conditions could result in immediate cancellation of the Permit or prohibition from future usage, depending on the severity of the deviation from the Terms and Conditions.
27. A signed copy of the Terms and Conditions form part of the Application and must be attached with the Application.

I/We hereby agree with the above noted Terms and Conditions (*paragraphs 1 through 27*), in relation to the usage, care and responsibilities related to the use of 451 Ellesmere Road and agree to diligently abide by them.

Name of Applicant or intended User: _____

Applicant's Postal Mailing Address:

Applicant's Telephone Number: _____

Applicant's Electronic Mailing Address: _____

Applicant Signature:

Date:

Witness:

Date:

APPENDIX BLD – 3 – 01B SPACE USAGE APPLICATION (FOR PUBLIC)

1. Name of Private Applicant/User or Organization: _____
If User is an Organization, Name of associated Contact Person: _____

2. Mandate of the Group using the Facility:
 - a. Business
 - b. Not for Profit Organization
 - c. Religious/spiritual Organization
 - d. Recreational Group
 - e. Other _____

3. Activity that the Facility will be used for:
 - a. Spiritual class/meeting / training _____
 - b. Business Meeting / training _____
 - c. Private Function _____
 - d. Sporting Event _____
 - e. Other _____

4. Space Requested:
 - a. Gymnasium
 - b. Mezzanine
 - c. Conference Room
 - d. Staff Room

5. Number of People Expected to Attend the Function/Activity _____

6. Audio/Visual Equipment Requirements
 - a. Audio System
 - b. Projector
 - c. Wi-Fi
 - d. Other

7. Dates / Time Requested:
 - a. Date (one time) Year/Mo/Date _____
 - b. Re-occurring booking _____
 - c. Time _____ (a.m./p.m.) to _____ (a.m./p.m.)

Requested By (Name): _____

Requested By (Signature): _____

Contact Information: _____

Requested Date: _____

Damage Deposit, Cheque Attached (\$): _____

Usage Fees, Cheque Attached (\$): _____

Anticipated Total Cost (Calculated by Requester) _____

Signed Copy of Terms and Conditions are attached _____(Y/N)

Insurance coverage _____ (Y/N)

FOR OFFICE USE

Approved By: _____

Total Cost: _____

Approval date: _____

Permit No. & date: _____

Any change: _____

Additional Notes: _____

APPENDIX BLD – 3 – 01C SPACE USAGE APPLICATION (FOR SSIO)

1. Name of Applicant/User:
2. SSIO Activity Related To:
 - SSIO Wing _____
 - SSIO Canada General
 - CISSE
 - School
 - Other _____
3. Activity that the Facility will be used for:
 - Meeting
 - Workshop/Training
 - Social Program
 - Sporting Event _____
 - Other _____
4. Space Requested:
 - Gymnasium
 - Mezzanine
 - Conference room
 - Staff Room
 - Other _____
5. Number of People expected _____
6. Audio/Visual Equipment Requirements
 - a. Audio System
 - b. Projector
 - c. Wi-Fi
 - d. Other
7. Dates / Time Requested:
 - a. Date (one time) Year/Mo/Date _____
 - b. Re-occurring booking _____
 - c. Time _____ (a.m./p.m.) to _____ (a.m./p.m.)

Requested By (Signature)/Date: _____

Contact Information: _____

Terms and Conditions Understood - (Y/N) _____

Approved By/Date: _____

