

# **SAFETY KIT**

**Conseil des écoles publiques de l'Est de l'Ontario (CEPEO)  
Rental Office**

**January 2022**

**[bureaudelocation@cepeo.on.ca](mailto:bureaudelocation@cepeo.on.ca)**

<b>WELCOME</b>	<b>3</b>
<b>1. INTERNAL REGULATIONS AND DIRECTIVES</b>	<b>4</b>
RENTAL SCHEDULE	5
REGULATIONS	6
<b>2. ISO 14001 ENVIRONMENTAL CLAUSE</b>	<b>7</b>
SCHOOL BOARD MANDATE	8
<b>3. PREVENTION MEASURES AND SAFETY INSTRUCTIONS</b>	<b>8</b>
<b>4. CEPEO'S EMERGENCY MEASURES PLAN</b>	<b>11</b>
A. TOXIC PRODUCT/SUSPICIOUS ODOUR	11
B. FIRE	12
C. EVACUATION	12
D. HOLD AND SECURE	13
E. SUSPICIOUS OBJECT/BOMB THREAT	14
F. LOCKDOWN	14
G. CONCERNING OR THREATENING BEHAVIOUR	15
H. EARTHQUAKE	15
<b>5. CONCLUSION</b>	<b>16</b>
<b>6. APPENDICES</b>	<b>18</b>
APPENDIX A - CATEGORIES OF ORGANIZATIONS TABLE	18
APPENDIX B - PRICING STRUCTURE FOR SCHOOL FACILITIES	20
APPENDIX C - MAINTENANCE REPORT FOR SCHOOL FACILITIES	21
APPENDIX D - INCIDENT/ACCIDENT REPORT	22
APPENDIX E - SPORTSPERSONSHIP CHARTER	24

## WELCOME

It is with great pleasure that the Conseil des écoles publiques de l'Est de l'Ontario (CEPEO) welcomes you to its schools. CEPEO has participated in the Community Use of Schools program for several years to increase community access to school facilities outside class hours.

This allows schools to become affordable community spaces with positive effects on health, physical fitness, academic success and social cohesion. Preference is given to non-profit community organizations that work with youth.

Please consult the attached community organization classification table and pricing structure for each category for CEPEO (see Appendix A and B).

Your experience and safety are very important to us, which is why we created this kit.

As a school board, we are responsible for providing safe facilities both during and outside class hours. All activities must be carried out in accordance with rules and standards to ensure the protection, health and well-being of those using CEPEO schools.

For CEPEO, safety is everyone's responsibility. Working together is how we can sustain community activities that align with CEPEO's values and comply with our rules.

This kit includes:

- directives and regulations of the CEPEO rental office (policy and administrative directive);
- CEPEO's environmental clause;
- prevention measures and safety instructions;
- prevention measures plan and emergency plan.

This kit will help you organize safe activities and enable you to be better prepared for emergency situations with participants, which will also help build their trust.

We hope you enjoy reading this kit and enjoy your time with us.

To access CEPEO school facilities outside of class hours during the week, on weekends and during the

summer, all users must comply with established directives and regulations to ensure that activities are run smoothly and safely.

## 1. INTERNAL REGULATIONS AND DIRECTIVES

IMPORTANT! PLEASE READ: [Rental Policy](#) and [CEPEO'S Administrative Directive](#)

### RENTAL PERMIT REVOCATION

CEPEO, through the Planning Department rental office, reserves the right to issue three (3) warnings to users who have failed to comply with regulations and directives during the school year. After the third warning, CEPEO may revoke a rental permit by sending the date of the end of the rental contract in writing to the person in charge of the activity.

CEPEO may cancel or reject a rental agreement at any time if:

- CEPEO cannot be present during the activity;
- the activity presents risks to the school facilities or participants' or employees' safety;
- the school or an administrative department of CEPEO needs to run an internal activity.

At any time, CEPEO may revoke a user's authorization to use its school facilities if regulations and directives are not rigorously followed, seriously jeopardizing health or safety.

CEPEO reserves the right to choose whether to reimburse the user.

### PRESENCE IN THE SCHOOL

CEPEO and the school agree to have a CEPEO employee (janitor) on site during all activities to ensure the safety of the property.

The CEPEO staff member shall be responsible for the premises and property at all times, and rental users must follow this person's instructions.

The janitor or CEPEO staff member shall not be responsible for the supervision, behaviour or actions of the supervisor, volunteers, participants or workers involved in the activity.

CEPEO shall not be responsible for any injury, theft or damage incurred by any participants on, in or near the school property.

## RENTAL SCHEDULE

### Rental Calendar

\*\*\*Rental applications are processed on a first-come, first-served basis.

IMPORTANT: Internal CEPEO and school activities take precedence over external requests at all times.

### **THE RENTAL PERMIT HOLDER MUST:**

- submit an online application for the school of their choice to the following address:  
[Permit Application](#);
- submit all online application at least fifteen (15) days before the activity date;
- be 18 years of age or older;
- have an internal policy for vulnerable sector criminal record checks to comply with the *Education Act*;
- have liability insurance with a minimum \$5,000,000 coverage at least one week before the beginning of the activity or be covered by the Ontario School Boards' Insurance Exchange (OSBIE) through CEPEO. You may submit a request by email to [bureaudelocation@cepeo.on.ca](mailto:bureaudelocation@cepeo.on.ca);
- be responsible for everyone participating in the activity;
- ensure that everyone admitted to the activity arrive and leave at the times indicated on the rental permit;
- implement a procedure for latecomers, given that the doors of the school must remain closed at all times;
- indemnify CEPEO for any loss or damages to school buildings, equipment or property;
- organize, encourage or support moral or legal activities or activities that promote racial, ethnic or religious tolerance;
- have a copy of the rental permit issued by CEPEO's rental office in their possession at all times.

## REGULATIONS

### The following is prohibited:

- smoking in any CEPEO school facilities, including school grounds, pursuant to the provincial law adopted on January 1, 1989;
- consuming, being in possession of, selling or distributing legal or illegal drugs in CEPEO facilities or on CEPEO grounds;
- bringing alcoholic beverages into schools without a permit issued by the provincial government ([www.agco.ca](http://www.agco.ca)). You can request authorization at [bureaudelocation@cepeo.on.ca](mailto:bureaudelocation@cepeo.on.ca);
- bringing foods containing nuts (peanuts, almonds, etc.) into the school;
- advertising or posting notices in CEPEO facilities or on CEPEO grounds, without written authorization from CEPEO;
- moving or using equipment or materials belonging to the school without prior permission from the school principal or his or her representative;
- storing equipment or materials on school premises. Equipment and materials must be brought back for each activity;
- wearing boots, high heels or shoes that could leave marks in the gym. Only running shoes with a white sole are allowed;
- exceeding the number of people involved in the activity as indicated on the rental permit to comply with maximum rental capacities defined in the fire prevention code;
- using and requesting access to other rooms than those indicated on the rental permit. Requests can be addressed to: [bureaudelocation@cepeo.on.ca](mailto:bureaudelocation@cepeo.on.ca);
- preparing food on site. All meals must be pre-prepared off site and may only be reheated on site;
- parking on the grass or in front of entrances. Fire lanes must not be blocked. Violators may be subject to a fine and have their vehicle towed;
- \*\*\*Users may not at any time assign the rental permit or sublet the premises or equipment to an individual third party or third-party organization not indicated in the agreement between the two parties.

Internal regulations and directives may change to provide safer service or better meet CEPEO's needs. In that event, the rental office will contact all active users participating in the Community Use of Schools program by email.

## 2. ISO 14001 ENVIRONMENTAL CLAUSE



CEPEO is ISO 14001 certified. ISO 14001 is an international environmental standard based on an environmental management system aimed at reducing environmental impacts. To maintain this certification, CEPEO must:

- comply with environmental regulations;
- improve its waste management;
- improve its energy and resource consumption;
- build awareness among students, staff and partners about protecting the environment.

Since you will be using the premises of CEPEO institutions, you must comply with the following rules:

- You must save energy by:
  - turning off the lights of rooms that you are not using;
  - using necessary lights only;
  - leaving doors and windows closed if the school is air conditioned.
- You must commit to reducing your use of resources by promoting:
  - the use of reusable water bottles;
  - the use of dryers in the bathrooms instead of paper towels.

## SCHOOL BOARD MANDATE

Pursuant to Ontario laws, school boards are responsible for maintenance, health and safety within their school sites. They must develop measures and policies to ensure a healthy and as safe as possible environment for students, staff and others on school property.

School boards are therefore required to provide all their clientele with safe and well-maintained institutions. Facilities and equipment must be supervised at all time. School boards must also ensure that users can offer activities safely insomuch as possible.

To carry out this mandate, the CEPEO rental office has developed a prevention and emergency measures section to help school facility users to better manage their activities. Users' well-being is important to CEPEO, and CEPEO is continuously working to ensure safety matters are attended to within its schools.

A safe environment helps to create a trusting atmosphere among partners and encourages success. For CEPEO, safety is everyone's responsibility. It is therefore important that we all work together to prevent and decrease risks and injuries. A prevention and emergency measures plan is needed for efficient and effective action to be taken.

## 3. PREVENTION MEASURES AND SAFETY INSTRUCTIONS

### PREVENTION MEASURES

To ensure a **safe environment** during activities in classrooms, workshops or the gym, the CEPEO rental office holds that it is important to implement prevention measures. Resource persons remain key pillars.

#### **Onsite resource persons (in charge of the activity indicated on the rental permit):**

- determine a safe ratio between resource persons and participants. A ratio of one (1) resource person/facilitator per fifteen (15) participants is recommended. CEPEO may specify a ratio to be adhered to for safety reasons at any time;
- ensure at least **two (2) resource persons** are onsite during an activity to be able to respond in the event of an emergency. All groups must be attended to in an emergency situation.



*To ensure the presence of two resource persons during an activity, users can benefit from the services of CEPEO high school students. They need to complete a certain number of volunteer hours to graduate. Activities providing services in French will be given priority for volunteers. To request a student volunteer, email: [bureaudelocation@cepeo.on.ca](mailto:bureaudelocation@cepeo.on.ca).*

- provide more explicit training to staff working in the gym, workshops or other areas with a higher risk of accidents.

### **Resource persons' qualifications**

Resource persons must have the necessary qualifications to ensure adequate safety and reduce the risk of incidents or accidents related to the activities. They must:

- be able to take action in the event of an emergency, seeing as they are often the first ones to provide first aid to an injured person. CEPEO requires resource persons to have up-to-date first aid and cardiopulmonary resuscitation (CPR) training. At least one (1) trained person must be onsite at all times;
- have adequate training to develop safe behaviour in compliance with regulations to ensure safety in recreational areas and around play equipment;
- have specialized classroom management training to ensure participants' safety and compliance.

### **Material, site, equipment and grounds checks**

CEPEO must regularly conduct checks of its facilities and equipment to maintain a high level of safety for school staff and students.

To ensure your safety, the CEPEO rental office recommends that resource persons in charge of activities:

- check the material/equipment and physical environment at the beginning and end of activities. Any defects must be reported to the CEPEO rental office by completing the school facility maintenance report (Appendix C) upon discovery of unsafe facilities. Send the form to the following address: [bureaudelocation@cepeo.on.ca](mailto:bureaudelocation@cepeo.on.ca).

### During the activity:

- Adjust your teaching style based on the activity, participants and the environment.
- Make sure that you establish clear rules and instructions to ensure that the activity runs smoothly.
- Make sure that you properly prepare for sports activities, which require a warm-up. Take into account participants' safety, behaviour and learning level and capacity. The CEPEO rental office has made an athletes' charter available that summarizes sportspersonship (see Appendix E).
- Ensure that the school facilities are being used by the indicated number of people.
- Ensure that participants adhere to a dress code to reduce risk and accidents during scheduled activities. For example, running shoes must be worn for sports (wearing winter boots is prohibited in our gyms).
- Use materials only when it is conducive to safety, especially during field sports when it is raining.
- Ensure that the rooms used are left in a satisfactory state of cleanliness and tidiness at the end of the activity.
- Ensure that materials and equipment are put away properly at the end of the activity. They are participants' responsibility.

### SAFETY INSTRUCTIONS

Because every activity presents a risk! The following are appropriate interventions in the event of an emergency to increase effectiveness and efficiency. CEPEO's emergency measures are then listed.

#### A. BEFORE BEGINNING YOUR ACTIVITIES:

- Have a first aid kit and know how to use it.
- Have an operational telephone so that you can call emergency services, if needed.
- Establish an emergency communication plan (knowing emergency numbers, etc.).
- Be familiar with the fastest routes to the closest hospital.
- Be familiar with the location of emergency equipment, such as defibrillators, within the school.
- Always use gloves in situations involving bodily liquids and/or blood.

- Know which participants have health conditions like high blood pressure, diabetes, etc.
- Know which participants are on medication.
- Know participants' names and have an attendance list at all times.

#### **B. IN THE EVENT OF INJURY OR EMERGENCY:**

- Remain calm and use a reassuring tone.
- Quickly take action with the injured or sick person, analyze the severity of the injury/illness and provide care accordingly, including:
  - administering medication;
  - using the first aid kit; and
  - calling 911 (emergency services).
- While awaiting emergency services, take note of the injured/sick person's condition so that you can relay that information to healthcare services. Here are a few examples: fainting, uncontrollable bleeding, trouble breathing, serious injury etc.
- Prepare an **accident report** and send it to the CEPEO rental office :[bureaudelocation@cepeo.on.ca](mailto:bureaudelocation@cepeo.on.ca) (see **Appendix D**);
- Make calls to contact the injured/sick person's family as soon as possible.
- Ensure the safety of all participants in an emergency situation.

## 4. CEPEO'S EMERGENCY MEASURES PLAN

CEPEO has made a series of emergency measures available to community users to facilitate and prepare for interventions during an emergency situation.

Rental permit holders are responsible for informing their staff and establishing a corresponding action plan to meet the requirements of these emergency measures.

Tip: You can designate one person for each role or responsibility.

### A. TOXIC PRODUCT/SUSPICIOUS ODOUR

**IF YOU...**

**Notice toxic fumes or a suspicious odour inside or outside the school...**

**DO THE FOLLOWING:**

- Inform CEPEO's onsite resource person, if possible.
- Evacuate or redirect your group outdoors to the designated assembly point (usually at the end of the school grounds).
- Make sure that no one is left behind.
- Bring your attendance sheet with you.
- Take attendance at the assembly point.
- Follow instructions from authorities.
- Call 911, if needed.

## B. FIRE

### IF YOU...

**See flames, smell smoke or hear the alarm...**

### DO THE FOLLOWING:

- Stop everything.
- Bring your attendance sheet with you.
- Turn off the lights and electrical appliances.
- Close and lock the door behind you.
- Calmly evacuate your entire group to an outdoor assembly point.
- Do not use elevators.
- Ensure that those with disabilities are looked after, in accordance with your established protocol.
- Make sure that no one is left behind.
- Take attendance at the assembly point.
- Call 911, if needed.

## C. EVACUATION

### IF YOU...

**Hear instructions to evacuate the building...**

### DO THE FOLLOWING:

- Stop everything.
- Bring your duly completed attendance sheet with you.
- Turn off the lights and electrical appliances.
- Close and lock the door behind you.
- Evacuate the building calmly and meet at the assembly point.
- Do not use elevators.
- Ensure that those with disabilities are looked after, in accordance with your established protocol.
- Make sure that no one is left behind.
- Take attendance at the assembly point.
- If you are asked to leave your assembly point, go to the school's designated evacuation site.
- Each school has an evacuation site. The CEPEO rental office can tell you where it is.

## D. HOLD AND SECURE

### IF YOU...

Hear, "This is the principal. The school is in hold and secure."

### DO THE FOLLOWING:

- Close and lock the door of your room (after gathering your group).
- Close the windows, curtains and blinds.
- Keep your group away from windows and doors.
- Take attendance and note any reasons for absence (e.g., not there that day).
- Retain that information in case it proves useful later.
- Reassure your group by talking calmly.
- Keep quiet.
- Do not open the door before the end of the hold and secure procedure is announced over the intercom.
- If someone is persistent about leaving the room, do not try to stop or restrain them.
- Make note of their name and the time they left, and pass on that information if needed.
- Call 911, if needed.
- Follow instructions from police or other community emergency services.

## E. SUSPICIOUS OBJECT/BOMB THREAT

### IF YOU...

**Find a suspicious object...**

**Receive a bomb threat (verbally, in writing or over the phone)...**

### DO THE FOLLOWING:

#### Suspicious object

- Do not handle or touch the object. If the object is open, secure the immediate area by keeping people in your group at a distance.
- Contact CEPEO's onsite resource person.
- Bring your attendance sheet with you.
- Evacuate your group outdoors to the assembly point.
- Make sure that no one is left behind.
- Take attendance.
- Await further instruction.

#### Bomb threat

- Contact in person CEPEO's onsite resource person.
- Await further instruction.

## F. LOCKDOWN

### IF YOU...

**Hear, "This is the principal. Emergency! LOCKDOWN, LOCKDOWN,**

**immediate LOCKDOWN. I repeat, the school is now in**

**LOCKDOWN. Hide!"**

### DO THE FOLLOWING:

- Close and lock the door of your room (after gathering your group).

- Turn off all sources of light, block the window of the door (if possible) and close the windows, curtains and blinds.
- Have your group on the ground along the wall with the fewest sightlines from the windows and door window, if it is not blocked.
- Take attendance and make note of anyone who is missing.
- It is important to hide, remain silent and keep calm.
- People outside should hide or make their way to the school's designated evacuation site.
- Law of silence: Ignore all bells, alarms and announcements. Do not use the internal telephone, turn off all cell phones in your group and do not access the Internet.
- Remain hidden until a police officer (or other authority figure) unlocks the door and announces the end of the lockdown.

## G. CONCERNING OR THREATENING BEHAVIOUR

### IF YOU...

#### **Witness concerning or threatening behaviour...**

**The threat may be verbal or written, issued in the form of a drawing, posted online or be in the form of gestures directed towards a target.**

#### **DO THE FOLLOWING:**

- Inform CEPEO's onsite resource person.
- Document the incident by completing the attached incident/accident report.

## H. EARTHQUAKE

### **MEASURES IN THE EVENT OF AN EARTHQUAKE**

Regardless of where you are, take shelter immediately and stay in the same location until the tremors stop.

#### **IF YOU ARE INDOORS:**

- Remain there. Do not rush outside.
- Take shelter under a table, desk or other solid piece of furniture and grab onto it.
- If you are in a hallway, crouch next to an inside wall.
- Do not stand beneath a doorway. It could collapse and injure you.
- Protect your head and face.
- Turn away from windows.
- Distance yourself from windows, glass partitions, mirrors, foyers, libraries, tall furniture and light fixtures.
- If you are sitting in a wheelchair, lock the wheels and protect your head and neck.
- Do not use elevators.
- If you are in an elevator during an earthquake, press the buttons for every floor and exit as soon as possible.

#### **IF YOU ARE OUTDOORS:**

- Stay where you are. Try to get to a safe place, away from windows, buildings, electrical wire or telephone poles.
- Remain in a protected location until the tremors stop.

#### **AFTER THE INITIAL TREMOR**

- Expect other tremors to occur for a period of time after the initial earthquake.
- Once the tremors have stopped, check whether you are unharmed and then examine those around you. In the event of injury, administer first aid. Contact emergency services, if needed.

## **5. CONCLUSION**

With all the community activities within its schools, CEPEO occupies a key place in community development throughout its jurisdiction.

This key place brings considerable advantages to the community, including after-school sports practice for youth to promote staying active, which improves the community members' habits and physical conditions.

Teamwork is also essential for effective community development. CEPEO is proud to work with Community Use of Schools program participants to maximize preventive interventions. Community health and safety is everyone's responsibility!



CEPEO is opening its schools to the community and ensuring that activities will help develop adequate and safe services.

WELCOME TO THE CEPEO COMMUNITY!

## 6. APPENDICES

### APPENDIX A - CATEGORIES OF ORGANIZATIONS TABLE

<p><b>A</b> (minimum rental and operating fees)</p>	<p><b>NON-PROFIT ORGANIZATIONS</b></p> <p><b>Definition:</b> Community organizations consisting of a group of people who have rallied around a social project or issue. They are managed by volunteers or employees. They may have minimum fees to participate in activities. No profit is made by the organization. (Must have an operating license number and/or Canada Revenue Agency number)</p> <p><b>Examples:</b></p> <p>Community health and/or local community associations: the Red Cross, blood donor clinics, vaccination clinics, health clinics, etc.</p> <p>City of Ottawa (reciprocal agreement)</p> <p>Cultural schools, religious organizations, seniors' groups, service clubs, charities, etc.</p>
<p><b>B</b> (minimum rental and operating fees)</p>	<p><b>PEOPLE FROM THE COMMUNITY (NON-PROFIT)</b></p> <p>People from the community who would like to practise a sport among friends, community meeting for a special project, etc. No operating permit.</p>
<p><b>C</b> (minimum rental and operating fees)</p>	<p><b>FOR-PROFIT ORGANIZATIONS</b></p> <p>These organizations are managed for the purpose of making a profit through their activity. Operating permit.</p> <p><b>Examples:</b> Dance classes, martial arts classes, gymnastics, childcare, first aid, driver training, tutoring and homework clubs managed by external</p>

	organizations (with pay), etc.
<b>D</b> (no rental fees)	<p><b>ACTIVITIES IN CEPEO SCHOOLS</b></p> <p>Educational, school, extracurricular and administrative activities at CEPEO schools. Volunteer work during class hours and during school-program-related activities.</p> <p>School councils, school boards, CEPEO administrative departments and parents' associations, tutoring and homework clubs for CEPEO students.</p> <p>All activities/repair work related to capital assets during the school year and summer. Courses offered through continuing education.</p>
<b>E</b> (operating fees)	<p><b>NON-PROFIT AND FOR-PROFIT CAMPS</b></p> <p>Winter holidays, spring break, summer holidays (managed by head office)</p>
<b>F</b> (operating fees)	<p><b>EXTRACURRICULAR ACTIVITIES</b></p> <p>Extracurricular activities offered to CEPEO students (managed by head office)</p>
<b>H</b> (no rental fees)	<p><b>Agreement/exemption</b></p> <p>Must be approved in accordance with specific criteria validated by CEPEO</p>
<b>I</b>	<p><b>CEPEO tenant leases</b></p> <p>Must be approved in accordance with specific criteria validated by CEPEO</p>
<b>J</b>	<p><b>CEPEO tenant leases</b></p> <p>Must be approved in accordance with specific criteria validated by CEPEO</p>

Catégories	Descriptif	Salle de classe*		Gymnase simple et/ou Gymnase simple avec scène		Gymnase double et/ou Bibliothèque		Foyer-àgora ou Cuisine		Auditorium		Cafétéria		Terrains de sports		
		Semaine	Fin de semaine	Semaine	Fin de semaine	Semaine	Fin de semaine	Semaine	Fin de semaine	Semaine	Fin de semaine	Semaine	Fin de semaine	Semaine	Fin de semaine	
A	smes à but non lucratif	3 \$ / hr	12 \$ / hr	3 \$ / hr	12 \$ / hr	3 \$ / hr	12 \$ / hr	3 \$ / hr	12 \$ / hr	53 \$ / hr	82 \$ / hr	3 \$ / hr	12 \$ / hr	3 \$ / hr	12 \$ / hr	
B	Gene de la communauté à but non lucratif	16 \$ / hr	26 \$ / hr	20 \$ / hr	30 \$ / hr	25 \$ / hr	35 \$ / hr	20 \$ / hr	30 \$ / hr	80 \$ / hr	90 \$ / hr	30 \$ / hr	40 \$ / hr	15 \$ / hr	25 \$ / hr	
C	smes à but lucratif	30 \$ / hr	50 \$ / hr	40 \$ / hr	60 \$ / hr	50 \$ / hr	70 \$ / hr	40 \$ / hr	60 \$ / hr	100 \$ / hr	180 \$ / hr	50 \$ / hr	50 \$ / hr	30 \$ / hr	60 \$ / hr	
D	Activités internes du CEPEO	0 \$ / hr	0 \$ / hr	0 \$ / hr	0 \$ / hr	0 \$ / hr	0 \$ / hr	0 \$ / hr	0 \$ / hr	0 \$ / hr	0 \$ / hr	0 \$ / hr	0 \$ / hr	0 \$ / hr	0 \$ / hr	
E	Camps à but non lucratif		Camps à but lucratif													
	Superficie	Tarif / Semaine	Superficie	Tarif / Semaine												
	<3000 p.c.	75 \$	<3000 p.c.	300 \$												
	3000 à 6000 p.c.	150 \$	3000 à 6000 p.c.	600 \$												
	6000 à 9000 p.c.	225 \$	6000 à 9000 p.c.	900 \$												
	9000 à 12000 p.c.	300 \$	9000 à 12000 p.c.	1 200 \$												
12000 à 15000 p.c.	375 \$	12000 à 15000 p.c.	1 500 \$													
15000 à 18000 p.c.	450 \$	15000 à 18000 p.c.	1 800 \$													
>18000 p.c.	525 \$	>18000 p.c.	2 100 \$													
F	Activités parascolaires															
	F1: Cours de musique parascolaires							F2: Autres cours parascolaires								
	Du lundi au vendredi, selon le calendrier scolaire, avant, pendant et après les heures de classes.															
	Tarif / élève / mois							Tarif / élève / semaine								
45							45									
G	Camps pour les centres éducatifs															
	Superficie	Camps de mars			Camps d'été											
		Tarif / Semaine			Tarif / mois											
	<3000 p.c.	75 \$			75 \$											
	3000 à 6000 p.c.	150 \$			150 \$											
	6000 à 9000 p.c.	225 \$			225 \$											
	9000 à 12000 p.c.	300 \$			300 \$											
12000 à 15000 p.c.	375 \$			375 \$												
15000 à 18000 p.c.	450 \$			450 \$												
>18000 p.c.	525 \$			525 \$												
H	Ententes / Dérogations															
Doit être approuvé selon des critères précis et validé par le CEPEO																
I	Baux locaux du CEPEO															
Doit être approuvé selon des critères précis et validé par le CEPEO																
J	Baux CEPEO Locateur															
Doit être approuvé selon des critères précis et validé par le CEPEO																

\* Salle de conférence, salon du personnel, salle informatique

N.B. : Les taux indiqués sur ce tableau ne comprennent pas les montants pour la location d'équipement, accessoires (micro, jeux de lumières, etc.) et des frais de techniciens.

N.B. : La catégorie F ne s'applique pas aux professionnels de la santé et des services sociaux.

## APPENDIX B - PRICING STRUCTURE FOR SCHOOL FACILITIES

## APPENDIX C - MAINTENANCE REPORT FOR SCHOOL FACILITIES

### MAINTENANCE REPORT FOR SCHOOL FACILITIES

School: \_\_\_\_\_

Date: \_\_\_\_\_

Organization's name: \_\_\_\_\_

SCHOOL FACILITIES	ROOM NO.	COMMENTS
Gym		
Classroom		
Stage		
Auditorium		
Cafeteria		
Library		
Foyer-Agora		

Sports field		
Other		

## APPENDIX D - INCIDENT/ACCIDENT REPORT

School: \_\_\_\_\_

Date and time of accident: \_\_\_\_\_

Name of organization onsite: \_\_\_\_\_

<b>1. DESCRIPTION OF THE ACCIDENT</b>	
Location	
Description of the incident/accident (provide as much detail as possible)	
First aid administered	
Material damage?	
<b>2. NATURE OF THE INCIDENT (CAUSES)</b>	

Comments:




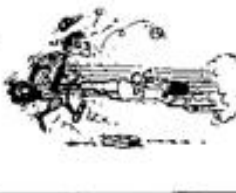






**REPORT PRESENTED BY:**

Name	Occupation	Telephone	Signature



## APPENDIX E - SPORTSPERSONSHIP CHARTER

### LA CHARTE DE L'ESPRIT SPORTIF

 <p><b>1</b> Faire preuve d'esprit sportif, c'est d'abord et avant tout observer strictement tous les règlements; c'est ne jamais chercher à commettre délibérément une faute.</p>	 <p><b>2</b> Faire preuve d'esprit sportif, c'est respecter l'officiel. La présence d'officiels ou d'arbitres s'avère essentielle à la tenue de toute compétition. L'officiel a un rôle difficile et ingrat à jouer. Il mérite le respect de tous.</p>
<p><b>3</b> Faire preuve d'esprit sportif, c'est accepter toutes les décisions de l'arbitre sans jamais mettre en doute son intégrité.</p> 	<p><b>4</b> Faire preuve d'esprit sportif, c'est reconnaître dignement la supériorité de l'adversaire dans la défaite.</p> 
 <p><b>5</b> Faire preuve d'esprit sportif, c'est accepter la victoire avec modestie et sans ridiculiser l'adversaire.</p>	<p><b>6</b> Faire preuve d'esprit sportif, c'est savoir reconnaître les bons coups et les bonnes performances de l'adversaire.</p> 
<p><b>7</b> Faire preuve d'esprit sportif, c'est vouloir se mesurer à un opposant dans l'équité. C'est compter sur son seul talent et ses habiletés pour tenter d'obtenir la victoire.</p> 	<p><b>8</b> Faire preuve d'esprit sportif, c'est refuser de gagner par des moyens illégaux et par la tricherie.</p> 
 <p><b>9</b> Faire preuve d'esprit sportif, pour l'officiel, c'est bien connaître tous les règlements et les appliquer avec impartialité.</p>	 <p><b>10</b> Faire preuve d'esprit sportif, c'est garder sa dignité en toutes circonstances; c'est démontrer que l'on a la maîtrise de soi. C'est refuser que la violence physique ou verbale prennent le dessus sur nous.</p>

Secrétariat  
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(394/05)