



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

COMMUNITY USE OF SCHOOLS SECURITY GUARD & FOOD EXPECTATIONS

SECURITY GUARD EXPECTATIONS

All auditorium and large facility events require licensed security guards at a ratio of 1 guard per 200 participants and/or attendees (1:200) with the total required based on the facility's maximum capacity. Security guards are hired through the Community Use of Schools office at a rate between \$25.00 to \$40.00 per hour plus HST (rate will be confirmed once quote is received from vendor) covering the hours of the event as well as a ½ hour before and ½ hour after the event, with a 4 hour minimum.

In consultation with the Custodian the security company will follow the expectations listed below:

- Report to the duty custodian and permit holder upon arrival to be advised of any site concerns and event details;
- Be aware of the fire routes and exits;
- Ensure the security and safety of the participants, attendees and facility;
- Ensure participants/attendees park in appropriate areas;
- Regularly patrol the building perimeter and parking areas during the event;
- Regularly patrol the areas in the complex being used by the permit holder;
- Ensure **NO** food or drinks are brought into the auditorium or other restricted facilities;
- Communicate with custodial staff in the event of an urgent and/or emergency issue;
- Assist custodial staff to ensure the event finishes on time and attendees exit the site safely within a reasonable time frame;
- Security guards must be uniformed while on duty.

NO FOOD OR DRINKS IN THE AUDITORIUMS

NO food or drinks are permitted in the auditoriums at any time **including auditions, rehearsals, performances, set-up and take-down dates and any other use of the auditorium.**

It is the permit holder's responsibility to ensure all participants adhere to the OCDSB's guidelines. Security guard(s) will be posted at the doors to monitor the situation on performance dates allowing no one to enter the auditorium with food or drinks.

At all other times, permit holders must arrange to have supervisors from their organization monitor the situation and not allow anyone to enter the auditorium with food or drinks.

Arrangements can be made ahead of time with the Community Use of Schools office to include a suitable area on the permit for the consumption of food and drinks. The OCDSB provides adequate and appropriate disposal containers for disposal purposes.

PERMIT HOLDERS VIOLATING THIS RESTRICTION WILL **NOT** HAVE ACCESS TO OCDSB FACILITIES IN THE FUTURE.

Your co-operation with these matters will assist in ensuring the success of your event and appropriate use of OCDSB facilities.