



Durham Catholic District School Board

"The Board"

## Administrative Procedure

Title: <b>Community Use of Schools</b>	Procedure #: <b>AP412-1</b>
Administrative Area: Operations	
Policy Reference: Community Use of Schools (PO412)	
Date Approved: January 22, 2001	
Dates of Amendment: February 10, 2014; June 15, 2015	

### 1.0 **Purpose**

The Durham Catholic District School Board recognizes the need to facilitate applications and approvals for the appropriate use and rental of Board, facilities and sites outside of normal school hours (with exception - Federal, Provincial, Municipal Elections, lease agreements and special events) by eligible members in the following order of preference:

- school events
- parish communities
- school and parish communities
- recognized non-profit associations and organizations
- municipal recreation departments
- educational institutions
- government agencies
- commercial enterprises

While the Durham Catholic District School Board facilitates the rental of Board facilities and sites, the Board is in no way responsible for the content nor the delivery of the programs and services offered by groups and or organizations that use our facilities.

### 2.0 **Definitions**

**Board Facility:** An open and operating school or administration building

**Custodian:** A person, who cleans, maintains, provides security and initiates repairs or makes minor repairs to buildings.

**Applicant:** An Applicant is an individual, group or company that makes an application to the Board to use Board facilities.

### 3.0 **Procedures for Permit Application and Approval**

- 3.1 Complete the account profile on the Board's website. Once the profile has been approved the Applicant will then have the opportunity to submit an application for permit.
- 3.1.1 All permits will be approved by the Community Use of Schools staff providing Board facilities are available, there are no conflicts with regular or summer Board programs, and the group requesting Board facilities can fulfill the insurance requirements required by the Durham Catholic District School Board. See Section 3.4.
- 3.1.2 The issuance of permits under this policy shall not establish a rental contract or otherwise between the Durham Catholic District School Board and any person, and Community Use of Schools staff may, at any time whatsoever and regardless of whether a fee has been paid, withdraw the use of any such Board facility, if, in the opinion of the Board in its unfettered discretion the use to which the facility is to be or is being put is not in the best interests of the Board or the community.
- 3.1.3 Determine your Group Classification from the Rental Rates and Group Classification section posted on the Community Use of Schools webpage.
- 3.1.4 Applications will be approved on a first come first served basis with priority being given to applicants in descending order of classifications (see pages 9-10):
- school events
  - parish communities
  - school and parish communities
  - recognized non-profit associations and organizations
  - municipal recreation departments
  - educational institutions
  - government agencies
  - commercial enterprises
- 3.1.5 School Use Permits: All schools are required to submit a complete list of all school events by June 15<sup>th</sup> so that these dates can be blocked off and made unavailable to community groups.
- 3.1.6 Rollover (subject to staffing and school availability): On July 1<sup>st</sup> of each year, current permit holder will receive a two (2) week window of opportunity in which they can automatically rollover existing permits. Permit holders are requested to submit permits based on the following time slots:
- 6:00 p.m. to 8:00 p.m. or
  - 8:30 p.m. to 10:30 p.m.
- 3.1.7 When the permit application has been approved by the Community Use of Schools staff, copies of the approved permit will be distributed to the Applicant, the school Principal, the Head Secretary, and the Chief Custodian and one copy retained for Administration files.

### 3.0 **Procedures for Permit Application and Approval** (Cont'd)

#### 3.1 (Cont'd)

3.1.8 The group to which the permit is issued shall provide suitable adult (18 years of age or older) supervision during the time of the use, and shall cooperate fully with the Custodian in charge.

3.1.9 Permits will be approved providing:

- Board facilities are available.
- There will be no conflicts with the regular and summer school program or related school activities of the Board.
- Does not conflict with other previously issued permits. Permits are available for Board facilities through the year. However, due to cleaning and maintenance requirements, and the Board policy to encourage custodian vacations during school closings, permits may not be available during:
  - Statutory Holidays;
  - Board scheduled shutdown periods;
  - March Break;
  - Catholic Education Week;
  - Two weeks prior to school closing in June;
  - Two weeks prior to school opening in September;
  - The last week prior to school closing for Christmas Break;
  - Exceptions to the above may be provided to:
    - Designated P.A. Days.
    - Special events
    - Permits for school use are valid outside of schools hours as per permit.
    - Fire safety regulations of any municipality or provincial fire authority must be adhered to.

3.1.10 The use of equipment and material are subject to school approval and will be outlined on the approved permit accordingly.

3.1.11 It is the responsibility of the group to advise Community Use of Schools Staff surrounding the use of materials such as copyright music and/or copyright productions that do not meet the exceptions in the Copyright Act for educational institutions. If there are any comments or concerns, please discuss with the Community Use of Schools Staff.

#### 3.2 **Cancellations and Damage to Board Facilities**

3.2.1 The Board shall reserve the right to cancel a permit stating the reason for the cancellation and shall follow with notice via a cancellation notice. In the event of an emergency, inclement weather or staff shortage, the School/Board will make every effort to provide sufficient notification of cancellation.

### 3.0 **Procedures for Permit Application and Approval** (Cont'd)

#### 3.2 **Cancellations and Damage to Board Facilities** (Cont'd)

- 3.2.2 Should there be a requirement to cancel an existing permit, the Principal or designate shall endeavour to provide a minimum of 72 hours notice to the Community Use of Schools staff in order to allow the least possible inconvenience to the permit holder. A list of P.A. days, Statutory Holidays, Scheduled Closures and Planned School Functions will be posted on the Board website.
- 3.2.3 If the cancellation of permit is necessary, the permit fee, if any, shall be returned to the applicant. The processing fee is non-refundable.
- 3.2.4 The Board shall hold the person or authority to whom the permit is issued accountable for any misuse, damages, losses, or breakage to the building or equipment. All repairs and/or replacements are to be executed by the Community Use of Schools staff, and the cost of said repairs shall be assumed by the permit holder.
- 3.2.5 A Site Theft, Property Damage, Personal Injury and Other Incidents report (Form 2399) filled out by the Principal or Custodian, and submitted to the Facilities Services department. The applicant will be notified of this report by the Community Use of Schools Coordinator and charged accordingly.

#### 3.3 **Summer Use of School Facilities**

- 3.3.1 Applications for permits received for use of Board facilities during the summer months will be considered by Community Use of Schools staff subject to this policy and to the terms of the permit. The request for summer permits, inclusive of field use, will be accepted after March Break of each year. Fields will be available for rent after Victoria Day of each year until Thanksgiving (subject to change based on weather conditions).
- 3.3.2 Board facilities available for summer use for other than Board related Programs will be limited to allow for maintenance, renovations and major cleaning. The Facilities Services department and the Community Use of Schools staff will approve or deny all summer request accordingly.

#### **Christmas Holidays, March Break, Easter and Summer Holidays**

- 3.3.3 Applications for permits received for use of Board facilities during the Christmas Holidays, March Break, Easter and Summer Holidays will be considered by Facilities Services department and Community Use of Schools staff and will be approved or denied accordingly.

#### 3.4 **Insurance Requirements**

- 3.4.1 The Durham Catholic District School Board's liability coverage for Community Use of Schools protects the Board against liability claims. The Board's liability insurance coverage DOES NOT protect users or user groups.

### 3.0 **Procedures for Permit Application and Approval** (Cont'd)

#### 3.4 **Insurance Requirements** (Cont'd)

3.4.2 All user groups must provide proof of general liability insurance in the name of the user group prior to permit start date before approval may be granted. Liability insurance shall save harmless the Board from any claims for damages that may arise from the use of the facilities.

3.4.2.1 Proof of liability insurance coverage in a minimum amount of \$5,000,000 (or an amount determined by the Superintendent of Business) is required and the Board shall be named as an additional insured in the insurance policy.

3.4.2.2 The insurance policy or policies shall contain a cross-liability clause protecting the Board against claims by the user group as if the user group were separately insured.

3.4.2.3 Where there is ongoing continuous use, the insurance will contain a clause that it will not be cancelled or changed without the Board first having received not less than 30 days written notice of such cancellation or change.

3.4.2.4 Community groups requesting the use of Board facilities shall, where possible, seek the sponsorship of the local Municipal Parks and Recreation authority.

3.4.2.5 Community groups may purchase insurance from the Board. Please contact Community Use of Schools staff for additional information. Insurance rates and additional information is posted on the Community Use of Schools webpage.

#### 3.5 **Fees**

3.5.1 The Board has formulated and adopted a schedule of fees based on Ministry guidelines, and the Boards cost recovery model. The fees will be reviewed and adjusted annually as required to ensure cost recovery. The Rental Rates and Group Classification information is posted on the Community Use of Schools webpage.

3.5.2 All fees are payable in advance of permit issue and may include administration fees.

3.5.3 Community Use of Schools staff reserves the right to levy additional charges for cleanup, additional custodial charges, security or other special circumstances.

3.5.4 Rates will be reviewed annually and are subject to change.

#### 3.6 **Payment**

In order to safeguard the Board in cost recovery for the use of facilities, 100% of the anticipated fee must be paid prior to the approval of the permit.

### 3.0 **Procedures for Permit Application and Approval** (Cont'd)

#### 3.7 **Guidelines**

- 3.7.1 The group to which the permit is issued shall provide suitable adult (18 years of age or older) supervision of the activities during the time of the use, and shall co-operate fully with the Custodian in charge.
- 3.7.2 Internal Permits: Internal school use events must have approved permits and a Custodian must be present for all permits that include external participants. Applicants are encouraged to align school events with external permits to increase cost efficiencies for the Board.
- 3.7.3 External Permits: External groups must have approved permits and a Custodian must be present for all permits. External groups are considered to be comprised in whole or in part of participants and spectators, and not associated with the school to which the permit is issued as identified by the category list. These groups must incur the cost of a Custodian, in order to help ensure the safety of the facility for the users and thereby assisting in reducing potential liability.
- 3.7.4 All furniture and equipment will be returned to original arrangement. Any cost incurred for clean-up or re-arranging furniture, required to bring the school to the cleanliness level acceptable to the Principal and Facilities Services Department will be charged to the permit holder at the applicable rate.
- 3.7.5 Board facilities will be made available for the purpose of polling stations during the time of Municipal, Provincial and Federal elections. An application for permit is required for each Board facility requested and the application will go through the regular application process. The cost associated with elections will be based on the number of polling stations, requested permit hours and number of required custodian hours.
- 3.7.6 If the requested number of tables and chairs are not available at the particular Board facility requested, it is the responsibility of the Returning Officer or designate to order the furniture required, make the necessary arrangements for delivery and pickup and ensure that payment is made directly to the vendor.
- 3.7.7 The Board facility shall be available for use only upon presentation of the permit to the authority in charge. Prior arrangements for entry must be included on the approved permit.
- 3.7.8 The applicant shall understand and agree to the Community Use Requirements.
- 3.7.9 **Energy:** Permit holders should turn off lights (where possible) and any electrical equipment they are using once they are leaving the building, unless Board staff has requested otherwise.

### 3.0 **Procedures for Permit Application and Approval** (Cont'd)

#### 3.7 **Guidelines**

- 3.7.10 **Safe schools:** Permits that occur during the school day, will be subject to adhering to the schools locked door procedures. Evening permits should also adhere to the lock door procedure and Safe Welcome Program, and would be required to admit only those people that are part of the permit group.
- 3.7.11 **Waste:** the permit holder is responsible for cleaning up any waste material they produce and if using the Board waste receptacles they need to ensure they source separate the waste materials into garbage, paper recycling and container recycling.

#### 3.8 **Restrictions**

- 3.8.1 Alcoholic beverages shall not be permitted in Board facilities without the permission of the Community Use of Schools staff. In addition, a copy of the Special Occasion Permit from the Liquor Licensing Board of Ontario must be submitted to the Community Use of Schools staff prior to the date of the function. The permit for the use of the Board facilities will be void if these conditions are not met. If Board staff believes those individual/s are disruptive as a result of alcoholic or other substance abuse, those individuals will be asked to leave the facility.
- 3.8.2 When permit holders will be filming an event on board premises, a script must be submitted along with the application for permit so that the Board can ascertain that such filming will not damage the reputation or image of the Board. No Student Images, School Images, School or Board Names should be recorded without the written permission from the Superintendent with responsibility for Communications. The cost, terms and conditions for productions will be provided upon receipt of a completed application for permit.
- 3.8.3 The Applicant must ensure that no construction on or alterations to Board facilities are made as a result of this Production. The Applicant will not access, attach or link any of its equipment, support units or lighting to any building power source or equipment unless first requested in writing and approval in turn has been granted in writing for each specific requirement. Any such links or attachments must be completed by qualified personnel, in the presence of The Board at the cost of the Applicant.
- 3.8.4 All arrangements including payment, evidence of insurance (proof of liability insurance coverage in a minimum amount of \$5,000,000 or an amount determined by the Superintendent of Business) and the execution of a "confirmed" Permit must be completed prior to the commencement of filming. If required, Police supervision for traffic control is the sole responsibility of the Applicant.

### 3.0 **Procedures for Permit Application and Approval** (Cont'd)

#### 3.9 **Interpretation**

The interpretation and administration of these regulations is the responsibility of the Business Officials of The Durham Catholic District School Board. It is the prerogative of The Durham Catholic District School Board to refuse the use of its facilities to any person or group.

### 4.0 **Sources**

- 2006:B13 – B Memo Subject: Community Use of Schools
- Schedule A – Community Recreation and Use Agreement - Government of Ontario Joint Policy Statement on Community Use of Schools
- Ministry of Education Memo dated December 1, 2009 Subject: Community Use of Schools, Online Permitting
- *Education Act*

### 5.0 **Related Forms and Appendices**

- Site Theft, Property Damage, Personal Injury and Other Incidents (Form 2399)
- School Use Schedule (Form 2398)
- Appendix 1 – Requirements Governing the Use of School Facilities by Permit Holders
- Appendix 2 – Staff Guidelines
- Appendix 3 – Refund and Cancellation Procedure
- Appendix 4 – Privacy Statement





## Durham Catholic District School Board

**Community Use of Schools  
Rules and Regulations  
Governing the Use of School Facilities by Permit Holders**

1. The issuance of a permit for Use of School premises shall not establish a contract of rental or otherwise between The Durham Catholic District School Board ("the Board") and any person or organization. The Board may at any time, regardless of whether a fee has been paid, withdraw the use of any facility, if in the opinion of the Board (in its unfettered discretion), the use to which the facility is to be or is being put, is not in the best interest of the Board or Community.
2. A permit is **NOT VALID until it has been received, accepted and approved** by Community Use of Schools staff
3. The issued permit is for the use of the group named therein. The permit is NOT TRANSFERABLE nor EXTENDABLE TO INCLUDE any other group.
4. **TIMES SPECIFIED ON THE PERMIT MUST BE STRICTLY ADHERED TO.** Failure to comply may result in additional charges and/or cancellation of the permit.
5. Board, School and/or Continuing Education functions have precedence at all times.
6. Groups using school facilities shall be responsible to the Board for any misuse, damages to buildings, equipment and/or property and shall indemnify and save harmless the Board from any claims whatsoever by, or in respect of, any person or persons.
7. **SMOKING IS NOT PERMITTED** under any circumstances within or on School Board facilities. Animals are not permitted in school buildings with the exception of service animals as defined by Board Policy and Administrative Procedure.
8. The school telephone will be available for EMERGENCY CALLS ONLY.
9. The Community Use of Schools office must be advised at least 5 business days in advance of **requested changes in time, date, facilities, equipment or cancellation of the permit.** Failure to do so will result in charges to the group or organization. This prevents double bookings, unnecessary opening of the school, and allows timely notification to the group/school involved. The Community Use of Schools office must be advised by 12 noon on the Wednesday prior to a weekend event of any **requested changes in time, date, facilities, or equipment needs.**
- 10 Where custodial staff are kept after regular hours, interrupted from their normal duties for tasks related to the group's needs, or must spend additional time to clean any unusual mess left by the group, a charge may be levied against the group or organization.
11. Decorations and portable materials must conform to fire safety standards and to fire safety regulations of any municipality or provincial fire authority applicable to the school. Decorations must be installed without damage to school facilities or property. The permit holder accepts responsibility for any damage caused.
12. It is the responsibility of the group or organization to set up and put away any tables, chairs or other equipment used unless other arrangements have been approved through the Community Use of Schools office.
13. Food is NOT permitted in the Gym.
14. Only School or Parish dances are permitted in schools. If alcohol is to be consumed, it is the responsibility of the group to obtain a Liquor License and show proof of purchase of Party Alcohol Liability Insurance. **A Custodian must be on duty at all times when alcohol is served.**
15. Storage of group's equipment must be approved by the Principal and noted on the permit. No liability is accepted for missing articles by the school or Board. School is not responsible for damaged or stolen articles.
16. White soled gym shoes must be worn in school gymnasiums. Other shoes are not permitted.
17. Only plastic/composite hockey sticks are allowed. The use of wooden sticks is strictly prohibited. No permits will be granted for floor/ball hockey in our secondary schools or any schools with hard wood floors.
18. Only softballs are allowed for baseball, floor hockey, squash and lacrosse activities. **No pitching machines are allowed. Protective mats placed on the walls should not be removed.**
19. Use of school facilities and/or equipment are restricted to those noted on the permit. **The school Custodian cannot authorize use of any equipment.** Additional requests must be made in writing to the Community Use of Schools office. The use of school equipment (balls, nets, and scoreboards, bleachers, sound and visual equipment etc.) may attract additional charges.
20. There will be no access to indoor facilities unless arrangements have been made and are indicated on the permit.
21. **Parking: Parking is only permitted in designated area. Fire Routes and driveways should not be blocked. Failure to comply may result in ticketing and/or towing.**
22. Groups will receive a false fire alarm charge if stations are pulled by participants based on the individual Municipality false fire alarm charges.

**Failure to Comply with these  
Regulations may result in  
Cancellation of Permit.**



# ***Community Use of Schools Staff Guidelines***

## **Monday to Friday Permits**

### **Community Use of Schools (Board Office)**

1. Process all permits and collect payments and all relevant documents including insurance certificates.
2. Email all approved permits to the Principal, Head Secretaries and Chief Custodians outlining the name of the permit holder, time and area(s) being used per day per permit holder.
3. Notify the permit holder of any changes as a result of weather conditions and or facility changes.

### **Principals/Secretaries**

1. Ensure that the Chief Custodian gets a copy of all the permits indicating the name of the permit holder, time and area(s) being used per day per permit holder on any given day.
2. Communicate to Community Use of Schools any changes due to weather conditions and or facility changes.

### **Custodians**

1. The Chief Custodian should communicate to all the Custodians on duty on any given day the following: the name of the permit holder, date, time and area(s) being used per day.
2. Custodians/Group Leader will inform the permit holder where they will be located. The permit holder must know where the Custodian/Group Leader will be at all times in case of an emergency.
3. Custodians/Group Leader will check on permit holder regularly (at least every hour) to ensure that there are no problems. If possible, Custodian staff are allowed to lend the permit holder a walkie-talkie for the duration of the permit.
4. Custodians/Group Leader will supply tables/chairs and equipment as indicated on the permit.
5. Custodians will ensure that the entry way used by the permit holder is clear of snow and ice during the winter months and will ensure that the permit space is clean and ready for the permit holder.
6. If any injuries and or damages occur, the Custodian/Group Leader must complete a Site Theft, Property Damage, Personal Injury and Other Incidents form (Form 2399) and communicate said to the Chief Custodian who will then communicate that information to the Service Quality Supervisors.
7. Custodial staff cleaning expectations (prior to the permit holder starting):
  - a. Clean permitted areas: Floors should be swept and garbage should be removed
  - b. At end of permit usage, clean up used area and hallways and lock premises

### **Groups**

1. All permit holders are required to take a copy of their permit with them. The group leader is expected to ensure that the group members stay within the permitted areas and time.
2. Communicate to Community Use of Schools if they have to cancel a permit.
3. Adhere to all the Community Use of Schools Requirements.

# Weekend Permits

**Community Use of Schools (Board Office)**

1. Process all permits and collect payments and all relevant documents including insurance certificates.
2. Email all approved permits to the Principal, Head Secretaries and the day and night time Operations Coordinators outlining the name of the permit holder, time and area(s) being used per day per permit holder.
3. Notify the permit holder of any changes as a result of weather conditions and or facility changes.

**Principals/Secretaries**

1. The Principal (Head Secretaries) must ensure that the Chief Custodian gets a copy of all the permits indicating the name of the group, time and area(s) being used per day per group on any given day.
2. Should communicate to Community Use of Schools any changes due to weather conditions and or facility changes.

**Custodians**

1. The Chief Custodian should communicate to all the Custodians on duty on any given day the following: the name of the permit holder, date, time and area(s) being used per day. If the Chief Custodian is unable to find a Custodian from their location, they will then contact the Service Quality Supervisor who will then source a Custodian from another location.
2. Custodians are to arrive 30 minutes prior to the permit start time and will unlock only the areas that are listed on the permit. Custodians must remain on site the entire time the permit holder is in the facility. The following outlines the timeframe that Custodians will need to remain on the property after the external permit ends to clean the facility and to ensure the building is locked. For Child Care Permits, Custodians are required to close the facility 30 minutes after the child care permit ends.

Group Size Persons	Time
0-50	1 hour
51-100	2 hours
100-300	3 hours
Greater than 300	4 hours

3. The number of Custodians required for external permits:

Number of Participants	Number of Custodians Required
0-150	1
151-300	2
300 and over	Additional cost may be determined at the discretion of the Facilities Services Department

For all tournaments, fundraising events, and cultural events, the number of Custodians required will be determined by the Community Use of School staff. The Facilities Services Department reserves the right to determine the number of Custodians required, in addition to the table listed above if the department staff members believe that the number of participants listed on the application for permit is understated.

## *Community Use of Schools Staff Guidelines – Weekend Permits (continued)*

### **Custodians** (continued)

4. Custodians will inform the permit holder where they will be located. The permit holder must know where the Custodian will be at all times in case of an emergency.
5. Custodians will check on the permit holder regularly (at least every hour) to ensure that there are no problems. If possible, Custodian staff are allowed to lend the permit holder a walkie-talkie for the duration of the permit.
6. Custodians will supply tables/chairs and equipment as indicated on the permit.
7. Custodians will ensure that the entry way used by the permit holder is clear of snow and ice during the winter months and will ensure that the permit space is clean and ready for the permit holder.
8. If any injuries and or damages occur, the Custodian must complete a Site Theft, Property Damage, Personal Injury and Other Incidents form (see Form 2399 attached) and communicate said to the Chief Custodian who will then communicate that information to the Service Quality Supervisor.
9. Custodial staff cleaning expectations:
  - a. Clean permitted areas: Floors should be swept and garbage should be removed (prior to the permit holder starting).
  - b. Water flushing.
  - c. At end of the permit, clean up used area and hallways and lock premises.

**Please note: Custodians should not contact the permit holder directly when addressing any issues or concerns.**

### **Groups**

1. All permit holders are required to take a copy of their permit with them. The group leader is expected to ensure that the group members stay within the permitted areas and time.

### **Questions/Problems**

If a Custodian has an urgent question/problem on weekends, they should contact the on-call Supervisor. Custodians will communicate with Service Quality Supervisor and the school representative (Principal or Head Secretary) if a rule/policy is not being followed.

**No Shows:** If the Custodian is at a school on the weekend and the group does not show up, the Custodian is required to wait for at least one hour before calling the on-call supervisor. The maximum payout to Custodians for no shows is 3 hours.



## **Community Use of Schools**

### **Charges, Refund *and* Cancellation Procedure**

1. All processing fees are non-refundable.
2. Groups that wish to change or cancel permits must do so at least 5 business days prior to the permitted date in order to receive a full refund. A permit change fee will be applicable.
3. Groups who cancel permits with less than 5 days' notice will be required to pay 100% of the total permit cost.
4. All community use of schools permits shall be automatically cancelled when schools are closed due to inclement weather, strikes, or any other causes beyond the control of the Board. Rental fees will not apply.
5. If a group is cancelling due to inclement weather, please contact Community Use of Schools before 4:30 p.m. Monday to Friday or the On- Call Supervisor for weekend permits (Number listed on weekend permits).
6. All groups with a balance of under \$500.00 will be refunded at the end of the school year via the original method of payment, with the exception of cash transactions. All refunds based on cash transactions will be paid via cheque reimbursement. All groups with a balance of over \$500.00 will be refunded as soon as possible.
7. Permit Holders will be charged the full cost associated with false fire alarms and damages as a result of "activities" resulting from their participants' actions. These charges will be applied based on the individual Municipality fire service fee structure.



## ***Community Use of Schools Privacy Statement***

The privacy statement provides details about the personal information regarding on-line Community Use of Schools permitting.

### **Personal Information**

In order to process your request for Community Use of Schools the following personal information is required:

- Name, address and telephone number(s)
- Email address
- Whether you are over the age of 18
- The name of the organization you are representing
- Credit card number and expiry date (required only for online CC payments)

Your credit card information is entered directly into a 3<sup>rd</sup> party banking system and is not, under any circumstances, accessible to Durham Catholic District School Board staff, nor is it retained on any of our application databases or servers.

### **Using Personal Information**

The Durham Catholic District School Board will use your personal information to:

- Process your request for the use of a school facility
- Process the applicable fees for the use of a school facility

The Durham Catholic District School Board reserves the right at all times to disclose any information as the Durham Catholic District School Board deems necessary to satisfy any applicable law, regulation, legal process or governmental request, at the Durham Catholic District School Board's sole discretion.

### **Safeguards**

The Durham Catholic District School Board's policies and administrative procedures have been designed to ensure compliance with the privacy provisions of the Municipal Freedom of Information and Protection of Privacy Act (Ontario).

### **Other Websites**

This website contains links to other websites. The Durham Catholic District School Board is not responsible for the privacy or practices of any third party.

### **Contact**

If you have any questions about this privacy policy, please contact us at:

Community Use of Schools  
Durham Catholic District School Board  
650 Rossland Road West, Oshawa, Ontario L1J 7C4  
Tel: 905-576-6150 Ext. 2356 Fax: 905-571-9702  
[communityuse@dcdsb.ca](mailto:communityuse@dcdsb.ca)

*School Boards are governed by the Municipal Freedom of Information and Protection of Privacy Act.*



## Community Use of Schools – School Use Schedule

SCHOOL YEAR: \_\_\_\_\_ SCHOOL NAME: \_\_\_\_\_ SCHOOL CONTACT: \_\_\_\_\_

Please use this form to prepare your (*insert school year*) \_\_\_\_\_ facility use schedule for all school events after 6:00 p.m. on weekdays and for any time on weekends. Please submit the completed form to Community Use of Schools by June 15<sup>th</sup> of each year.

Date (Month, Day)		Day	Time		Purpose/Event (including set-up time)	Facility	
From	To	(i.e., Tues.)	From	To		Type (i.e., Gym)	Room No.(s)
					Open House		
					Parent – Teacher Interviews		
					School Council Meetings (normally led in the Library and doesn't normally affect Gym rentals)		
					School Athletic Games/Tournaments		
					Career Days		
					Mass (including Ash Wednesday). Please indicate the day before your Mass assuming that you need the use of the gym to set up for Mass.		
					Graduation (the last 2 weeks prior to Summer Break has been blocked off so no groups are in that week, please schedule your graduation during that time)		
					School Plays and Rehearsal. Kindly align school events with external permits.		
					School Concerts (the last week before Christmas Break is blocked off so that no groups are in that week. Please schedule your concert during the last week before Christmas break).		
					Catholic Education Week (blocked off so no groups are in that week).		
					Other:		
					1.		

Please return to: Community Use of Schools, Durham Catholic District School Board, 652 Rossland Road West, Oshawa, Ontario L1J 8M7  
**Fax:** (905) 571-9702; **Telephone:** (905) 576-5776 ext. 2214; **E-mail:** [communityuse@dcdsb.ca](mailto:communityuse@dcdsb.ca)



Durham Catholic District School Board

# Community Use of Schools Site Theft, Property Damage, Personal Injury and Other Incidents

<b>Date Reported:</b>	<b>Facility:</b>
<b>Date of Incident:</b>	<b>School:</b>
<b>Discovered By:</b>	<b>Permit Holder:</b>
<b>Date Discovered:</b>	

**Theft:**

- Stolen Property
- Criminal Damage
- Forced Entry
- Other, please explain:
- No Sign of Forced Entry

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**Damage:**

- Criminal Damage
- Fire/Wind/Rain
- Other, please explain:

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**Personal Injury:**

- Emergency Personnel called
- Other (harassment, threats, abuse) please explain:

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**For Office Use Only:**

Please complete this form and return to:  
**Community Use of Schools**  
Durham Catholic District School Board  
Catholic Education Centre, 652 Rossland Road West, Oshawa, Ontario L1J 8M7  
Tel: (905) 576-5776 ext. 2214; Fax Number: (905) 571-9702  
[communityuse@dcdsb.ca](mailto:communityuse@dcdsb.ca) Board Web Site: [www.dcdsb.ca](http://www.dcdsb.ca)