



## **ADMINISTRATIVE PROCEDURE – AP412-1**

### **Community Use of Schools**

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Area: Operations  
Policy Reference: Community Use of Schools (PO412)

Approved: Jan. 22, 2001  
Revised: Feb. 10, 2014; June 15, 2015; Nov. 11, 2019

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#### **1. Purpose**

The purpose of this Administrative Procedure is to provide a framework for the implementation of the Community Use of Schools Policy.

#### **2. Definitions**

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

**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.

#### **3. Procedures**

##### **3.1 Permit Application and Approval**

- a) All applicants are to 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.
- b) 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.

- c) 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.
- d) Applicants must determine Group Classification from the Rental Rates and Group Classification section posted on the Community Use of Schools web page.
- e) Applications will be approved on a first come first served basis with priority being given to applications in descending order of classifications.
  - i. school events
  - ii. parish communities
  - iii. school and parish communities
  - iv. recognized non-profit associations and organizations
  - v. municipal recreation departments
  - vi. educational institutions
  - vii. government agencies
  - viii. commercial enterprises
- f) School Use Permits: All schools are required to submit a complete list of all school events so that these dates can be blocked off and made unavailable to community groups.
- g) Rollover (subject to staffing and school availability): On July 1<sup>st</sup> of each year, current permit holders 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:
  - i. 6:00 p.m. to 8:00 p.m., or
  - ii. 8:30 p.m. to 10:30 p.m.
- h) 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.

- i) 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.
- j) Permits will be approved providing:
  - i. Board facilities are available.
  - ii. There will be no conflicts with the regular and summer school program or related school activities of the Board.
  - iii. 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 (site specific);
    - 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:
      - 1. Designated P.A. Days
      - 2. Special events
      - 3. Permits for school use are valid outside of schools hours as per permit.
      - 4. Fire safety regulations of any municipality or provincial fire authority must be adhered to.
- k) The use of the school's equipment and material are subject to school approval and will be outlined on the approved permit accordingly.
- l) It is the responsibility of the group to advise Community Use of Schools Staff regarding 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.

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

- a) 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.

- b) 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.
- c) If the cancellation of permit is necessary, the permit fee, if any, shall be returned to the applicant. The processing fee is non-refundable.
- d) 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.
- e) 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 Use of School Facilities during School Holidays**

- a) 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).
- b) 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.
- c) 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**

- a) 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.

- b) 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.
  - i. 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.
  - ii. 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.
  - iii. 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.
  - iv. Community groups requesting the use of Board facilities shall, where possible, seek the sponsorship of the local Municipal Parks and Recreation authority.
  - v. 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 web page.

### **3.5 Fees and Payment**

- a) 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 web page.
- b) All fees are payable in advance of permit issue and may include administration fees.
- c) Community Use of Schools staff reserves the right to levy additional charges for cleanup, additional custodial charges, security or other special circumstances.
- d) Rates will be reviewed annually and are subject to change.

- e) 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.

### **3.6 Guidelines**

- a) 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.
- b) 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.
- c) 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.
- d) 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.
- e) 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. 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.
- f) 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.

- g) The applicant shall understand and agree to the Community Use Rules and Regulations.
- h) 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.
- i) Safe Schools: Permits, that occur during the school day, must adhere 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.
- j) 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.

### **3.7 Restrictions**

- a) 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.
- b) The applicant must ensure that no construction on or alterations to Board facilities are made as a result of their use of Board facilities. 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.
- c) 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.
- d) Alcohol beverages shall not be permitted in Board facilities.

### **3.8 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.

- 3.9 If an employee has questions or concerns arising from the implementation of this administrative procedure, they should be addressed with their immediate supervisor.

## **4. Sources**

- 4.1 2006: B13 – B Memo Subject: Community Use of Schools
- 4.2 Schedule A – Community Recreation and Use of Agreement – Government of Ontario Joint Policy Statement on Community Use of Schools
- 4.3 Ministry of Education Memo dated December 1, 2009 Subject: Community Use of Schools, Online Permitting
- 4.4 Education Act.

## **5. Appendices**

- 5.1 Appendix 1 – Rules and Regulations Governing the Use of School Facilities by Permit Holders
- 5.2 Appendix 2 – Charges, Refund and Cancellation Procedure
- 5.3 Appendix 3 – Privacy Statement

## **6.0 Related Policies and Administrative Procedures**

- 6.1 Code of Conduct (PO610)
- 6.2 Code of Conduct Administrative Procedure (AP610-1)
- 6.3 Smoke and Tobacco Free Environment (PO407)
- 6.4 Smoke and Tobacco Free Environment (AP407-1)
- 6.5 Substance Abuse Intervention/Prevention (AP312-2)
- 6.6 Sexual Harassment (PO307)
- 6.7 Workplace Harassment (PO320)
- 6.8 Workplace Harassment (AP320-1)
- 6.9 Workplace Violence Policy (PO324)
- 6.10 Workplace Violence Prevention Administrative Procedure (AP324-1)
- 6.11 Community Use of Schools Policy (AP412)



## **7.0 Related Forms**

- 7.1 Site Theft, Property Damage, Personal Injury and Other Incidents (Form 2399)
- 7.2 School Use Schedule (Form 2398)



## **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.
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.
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 hardwood 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 areas. 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.

**Failure to comply with these Regulations  
may result in cancellation of permit.**

Note: Any discrepancies between the purpose outlined on the permit and what is actually happening during the permit, will be noted and reported. Custodians are not on-site to dispute discrepancies. If you have any concerns during your permit, kindly contact the on-call Supervisor.

## **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.

## 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. 22214  
[communityuse@dcdsb.ca](mailto:communityuse@dcdsb.ca)

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