



ADMINISTRATIVE PROCEDURE – AP412-1

Community Use of Schools

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

Approved: January 22, 2001
Revised: February 10, 2014; June 15, 2015; November 11, 2019; June 17, 2025

1. Purpose

The purpose of this administrative procedure is to provide a framework for the implementation of the Community Use of Schools Policy (PO412).

2. Definitions

Nil

3. Procedures

3.1 Permit Application and Approval

- 3.1.1 All applicants are to complete the [New Organization Profile](#). Once the profile has been approved, the applicant will then have the opportunity to submit an application for permit.

NOTE: Durham Catholic District School Board (the “Board”) is committed to protecting privacy and ensuring the security of personal information. As part of the application process, we collect personal information. The Board may be asked to disclose this information at any time to comply with legal and regulatory requirements.

- 3.1.2 While the 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 Board facilities.
- 3.1.3 The Board reserves the right to deny an application for events that are contrary to Catholic Teachings or in violation of Board policies/procedures or Ontario Human Rights Code protected grounds.
- 3.1.4 The issuance of permits under this policy shall not establish a rental contract or otherwise between the Board and any person. 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 constitutes a contravention under 3.1.3.

- 3.1.5 Applicants must determine Group Classification from the [Community Use of School Rates per Facility per Category page](#).
- 3.1.6 Applications will be approved on a first-come, first-serve basis with priority being given to applications in descending order of classifications:
- a) DCDSB School/Board events
 - b) Parish communities
 - c) Recognized non-profit associations and organizations
 - d) Educational institutions/agencies/organizations
 - e) Municipal/Government agencies
 - f) Commercial enterprises
- 3.1.7 School Use Permits: All schools are required to submit a complete list of all school events by May 15 of each year to communityuse@dcdsb.ca, so that these dates can be blocked off by CUS Staff and made unavailable to community groups. Notice should be provided by the school in accordance with section 3.2.2 below. Nevertheless, in the event of a conflict in booking schedules, priority will be given to school events.
- 3.1.8 Rollover (subject to staffing and school availability): On July 1 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 via [Community Use of Schools software](#) 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.
- 3.1.9 When the permit application has been approved by Community Use of Schools staff, copies of the approved permit will be distributed to the applicant, the school principal, the administrative assistant, and the custodial staff.
- 3.1.10 Permits will be approved according to the following parameters:
- a) Board facilities are available;
 - b) There will be no conflicts with the regular and summer school program or related school activities of the Board;
 - c) Permits may not be available during:
 - Statutory Holidays;
 - Board scheduled shutdown periods;
 - One week prior to school closing in June;
 - One week prior to school opening in September;
 - The last week prior to school closing for Christmas Break;
 - Exceptions to the above may be provided to:
 - Special events;
 - Permits for school use are valid outside of school hours as per permit; and
 - Fire safety regulations of any municipality or provincial fire authority must be adhered to.

- 3.1.11 The use of the school's equipment and materials are subject to principal approval and will be outlined on the approved permit accordingly.
- 3.1.12 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

- 3.2.1 The Board shall reserve the right to cancel a permit stating the reason for the cancellation and shall follow with 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.
- 3.2.2 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 to allow the least possible inconvenience to the permit holder. A list of Professional Activity days, Statutory Holidays, Scheduled Closures and Planned School Functions will be posted on the Board website.
- 3.2.3 If the cancellation of a permit is necessary, the permit facility 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, grounds and/or equipment. All repairs and/or replacements are to be executed by the Community Use of Schools staff, and the cost of said repairs and/or replacements shall be assumed by the permit holder.
- 3.2.5 A Site Theft, Property Damage, Personal Injury and Other Incidents report (Form AF412-1A) is to be filled out by the principal or custodian and submitted to the Facilities Services department. The applicant will be notified of this report by Community Use of Schools staff and charged accordingly.

3.3 Use of School Facilities during School Holidays

- 3.3.1 Applications for permits received for use of Board facilities during the summer months will be considered by the Community Use of Schools staff subject to this procedure 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 (opening/closing date(s) for field availability will be reviewed annually based on weather conditions).
- 3.3.2 Board facilities available for summer use 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 requests accordingly.
- 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 the 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.
- 3.4.2 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.
 - a) Proof of liability insurance coverage in a minimum amount of \$5,000,000 (or an amount determined by the Board) is required and the Board shall be named as an additional insured in the insurance policy;
 - b) 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; and
 - c) 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 no less than 30 days written notice of such cancellation or change.

3.5 Fees and Payment

- 3.5.1 The Board has formulated and adopted a schedule of fees based on Ministry guidelines, and the Board's 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 are subject to change.
- 3.5.5 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

- 3.6.1 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 cooperate fully with the custodian in charge.
- 3.6.2 Internal Permits: Internal school use events must have approved permits and a custodian must be present for all permits that include external participants. Principals/designates are encouraged to align school events with external permits to increase cost efficiencies for the Board.
- 3.6.3 External Permits: External groups must have approved permits and a custodian must be present. 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 shall be responsible for the cost

of a custodian, to help ensure the safety of the facility for the users and thereby assist in reducing potential liability.

- 3.6.4 All furniture and equipment will be returned to original arrangement. Any cost incurred for cleanup 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.
- 3.6.5 Board facilities will be made available for the purpose of polling stations during Municipal, Provincial and Federal elections. An application for permit is required for each Board facility. The costs associated with elections (e.g., security, furniture, etc.) will be the responsibility of the Returning Officer and based on the number of polling stations, requested permit hours and number of required custodian hours.
- 3.6.6 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.
- 3.6.7 The applicant shall understand and agree to the Community Use Rules and Regulations.
- 3.6.8 Permit holders should turn off lights (where possible) and any electrical equipment they use once they are leaving the building, unless Board staff has requested otherwise.
- 3.6.9 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 only individuals associated with the permit group would be admitted.
- 3.6.10 The permit holder is responsible for cleaning up any waste material they produce and if using the Board waste receptacles, ensure they separate the waste materials into garbage, paper recycling and container recycling.

3.7 Restrictions

- 3.7.1 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 comply with this procedure and corresponding policy. No student images, school images, student work, school or Board names should be recorded without the written permission from the Director or designate. The cost, terms and conditions for productions will be provided upon receipt of a completed application for permit.
- 3.7.2 The applicant must ensure that no construction on or alterations to Board facilities are made because 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 Board staff at the cost of the applicant.
- 3.7.3 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 Board), 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.

- 3.7.4 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 Licence 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. Individual(s) who are disruptive because of alcohol or other substance use will be asked to leave the facility.
- 3.7.5 Smoking and/or vaping are not permitted under any circumstances within or on School Board facilities. Municipal and Regional By-Laws and Enforcement are applicable.
- 3.7.6 Permit participants shall respect the Board's Code of Conduct and Spectator Code of Conduct (Appendix 3).

4. Sources

- 4.1 [Education Act](#)
- 4.2 <https://www.ontario.ca/page/community-use-schools>

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 – Spectator Code of Conduct](#)
- 5.4 Site Theft, Property Damage, Personal Injury and Other Incidents (AF412-1A)
- 5.5 School Use Schedule (AF412-1B)

6. Related Policies and Administrative Procedures

- 6.1 [Freedom of Information and Protection of Privacy Policy \(PO201\)](#)
- 6.2 [Substance Abuse Intervention/Prevention Administrative Procedure \(AP312-2\)](#)
- 6.3 [Workplace Harassment and Workplace Sexual Harassment Policy \(PO320\)](#)
- 6.4 [Workplace Harassment and Workplace Sexual Harassment Administrative Procedure \(AP320-1\)](#)
- 6.5 [Workplace Violence Policy \(PO324\)](#)
- 6.6 [Workplace Violence Prevention – General Administrative Procedure \(AP324-1\)](#)
- 6.7 [Workplace Violence Prevention – Students Administrative Procedure \(AP324-2\)](#)
- 6.8 [Smoke, Tobacco, and Vape Free Environment Policy \(PO407\)](#)
- 6.9 [Smoke, Tobacco, and Vape Free Environment Administrative Procedure \(AP407-1\)](#)
- 6.10 [Community Use of Schools Policy \(PO412\)](#)
- 6.11 [Code of Conduct Policy \(PO610\)](#)
- 6.12 [Code of Conduct Administrative Procedure \(AP610-1\)](#)

Appendix 1

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 constitutes a contravention under 3.1.3 of the Community Use of Schools Administrative Procedure (AP412-1).
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 always have precedence.
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 AND/OR VAPING ARE NOT PERMITTED under any circumstances within or on School Board facilities.
8. Only service animals will be permitted in the school buildings.
9. The school telephone will be available for EMERGENCY CALLS ONLY.
10. 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.
11. 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.
12. 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.
13. 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.
14. Food is NOT permitted in the Gym, or any areas as designated by the school.
15. 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 licence and show proof of purchase of Party Alcohol Liability Insurance.
16. Storage of group’s equipment must be approved by the principal and noted on the permit. No liability is accepted by the school or Board for missing articles. The school is not responsible for damaged or stolen articles.

Community Use of Schools – Rules and Regulations Governing the Use of School Facilities by Permit Holders (cont'd)

17. Non-marking soled gym shoes must be worn in school gymnasiums. Other shoes are not permitted.
18. 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.
19. 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.
20. 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 School's office. The use of school equipment (balls, nets, and scoreboards, bleachers, sound and visual equipment etc.) may incur additional charges and is at the approval of the school principal.
21. When outdoor spaces are booked, there will be no access to indoor facilities unless arrangements have been made and are indicated on the permit.
22. 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.
23. Groups will receive a false fire alarm charge if stations are pulled by participants.

Note: Any discrepancies between the purpose outlined on the permit and what happens during the permit, will be noted and reported. Custodians are not on-site to dispute discrepancies. If the permit holder has any concerns during the permit, kindly contact the on-call Supervisor.

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

Appendix 2

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 refund, less a permit change fee.
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 school's 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.

Appendix 3

Spectator Code of Conduct

As a Catholic community, our faith calls to recognize the inherent dignity of each person.

Therefore, at all times:

- Be respectful of athletes, officials, coaches, staff and spectators
- Follow the direction of school staff, volunteers and officials
- Cheer in an appropriate and respectful manner
- Encourage appropriate behaviour and conduct
- Remain in the designated spectator area and do not interfere with the event
- Smoking, vaping or use of cannabis is strictly prohibited
- Do not post pictures/videos of others on social media without consent
- Respect our school by throwing garbage in the waste/recycle bin



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

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

Date Reported:

Date of Incident:

Discovered By:

Date Discovered:

Facility/School:

Permit Holder:

Theft:

Stolen Property

Criminal Damage

Forced Entry

Other, please explain:

No Sign of Forced Entry

Damage:

Criminal Damage

Fire/Wind/Rain

Other, please explain:

Personal Injury:

Emergency Personnel Called:

Other (harassment, threats, abuse), please explain:

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 x 22214

communityuse@dcdsb.ca Board website: www.dcdsb.ca