



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

POLICY – 412

Community Use of Schools

Area: Operations

Source: Superintendent of Business, Finance and Facilities Services

Approved: March 27, 2000

Revised: October 24, 2011; June 15, 2015; November 11, 2019; January 13, 2025

1. Introduction

The Durham Catholic District School Board (the “Board”) recognizes the importance of schools as community resources and aims to facilitate their use for educational, recreational, spiritual, and civic purposes. It is the intent of the Board that its facilities are used in the best interests of the community, when they are not required for school use.

2. Definitions

Nil

3. Purpose

The purpose of this policy is to establish a framework for the use of school facilities by community groups and organizations outside of regular school hours.

4. Application / Scope

This policy applies to all board, facilities and sites, including school fields and playgrounds, and applies to all eligible community members (see section 5.4 below), groups, organizations, institutions and agencies applying for a permit or issued a permit under this policy.

The Board facilitates the rental of Board facilities and sites. Approved applicants are responsible for the content and delivery of their programs and services.

5. Principles

5.1 The Board believes that Community use of schools:

- 5.1.1 should be guided by principles of equity, ensuring fair access and opportunities for all members of the community regardless of socio-economic status, race, ethnicity, or other factors/characteristics protected under the Ontario Human Rights Code.
- 5.1.2 should cultivate collaboration between the Board and community organizations to maximize resources, enhance learning opportunities, and address community needs effectively.
- 5.2 The Board believes that safety and security of students, staff and community members must be paramount in any community use of school facilities, with procedures in place to mitigate risks and ensure a safe environment for all.
- 5.3 The Board recognizes that as a publicly funded body and responsible community member, board facilities and sites should be made available to eligible applicants (see section 5.4 below) for use where such use does not interfere with the educational programs of the school.
- 5.4 The highest priority of the Board is education and, in this context, management of these facilities remains with the Board and are considered in the following order of preference:
 - 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

6. Requirements

- 6.1 The Director of Education, or designate, shall issue administrative procedures to support this policy and amend them thereafter as the need may arise.
- 6.2 The Director of Education, or designate, shall ensure that appropriate application and approval procedures, partnerships and reciprocal agreements are established that recognize that school-level, Continuing Education, Alternative Education, Board programs and events are a priority.
- 6.3 The use of school facilities must not interfere with regular school activities or programs.
- 6.4 Fee schedules will be established by the Board and may vary based on factors such as group type, type of facility and duration of use of the requesting organization.

- 6.5 All users must comply with Board/school policies, rules, and regulations, including those related to health and safety, security, human rights and equity, and the protection of school property.
- 6.6 All users are responsible for leaving facilities in the same condition as they found them and for any damages or losses incurred during their use.
- 6.7 Use of school facilities for commercial purposes or private gain requires approval by the Director of Education or designate.
- 6.8 Smoking, vaping and/or tobacco products, illegal drugs, and weapons are strictly prohibited on Board premises at all times.
- 6.9 Formal online applications are required and approved in accordance with the Board's [Community Use of Schools Administrative Procedure \(AP412-1\)](#).

7. Sources

- 7.1 [2006: B13 – B Memo Subject: Community Use of Schools](#)
- 7.2 [Schedule A – Community Recreation and Use Agreement – Government of Ontario Joint Policy Statement on Community Use of Schools](#)

8. Related Policies and Administrative Procedures

- 8.1 [Substance Abuse Intervention/Prevention Administrative Procedure \(AP312-2\)](#)
- 8.2 [Workplace Harassment and Workplace Sexual Harassment Policy \(PO320\)](#)
- 8.3 [Workplace Harassment and Workplace Sexual Harassment Administrative Procedure \(AP320-1\)](#)
- 8.4 [Workplace Violence Policy \(PO324\)](#)
- 8.5 [Workplace Violence Prevention – General Administrative Procedure \(AP324-1\)](#)
- 8.6 [Smoke and Tobacco Free Environment Policy \(PO407\)](#)
- 8.7 [Smoke, Tobacco, and Vape Free Environment Administrative Procedure \(AP407-1\)](#)
- 8.8 [Community Use of Schools Administrative Procedure \(AP412-1\)](#)
- 8.9 [Code of Conduct Policy \(PO610\)](#)
- 8.10 [Code of Conduct Administrative Procedure \(AP610-1\)](#)