



Policy

Title: Community Use of Schools	Policy #: PO412
Policy Area: Operations	
Source: Superintendent of Facilities Services	
Date Approved: March 27, 2000	
Dates of Amendment: October 24, 2011; June 15, 2015	

1.0 Introduction

The Durham Catholic District School Board acknowledges that educational facilities are an integral part of the community and as such add to the spiritual, educational, recreational and social development of all who share them. It is the intent of the Board to have its facilities used in the best interests of the community, when they are not required for school use. The Community Use of Schools Policy is to be implemented on a cost recovery basis. The first priority of the Board is education and, in this context, management of these facilities remains with the Board.

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 or group that makes an application to the Board to use Board facilities.

3.0 Purpose

The Durham Catholic District School Board recognizes the need to facilitate applications and approvals for the appropriate use 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

3.0 **Purpose** (Cont'd)

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.

4.0 **Application/Scope**

This policy applies to all board, facilities and sites, including school fields and playgrounds, and applies to all eligible community members, groups, organizations, institutions and agencies making application for a permit under this policy and all those issued a permit under this policy.

5.0 **Principles**

- 5.1 the Board recognizes that as a publicly funded body and responsible community member, board, facilities and sites should be made available to eligible applicants for use where such use does not interfere with the educational programs of the school;
- 5.2 the Board recognizes and endorses the concept of “Community Use of Schools” and therefore maintains appropriate procedures, rules and regulations to facilitate the application, approval, issuance of permits and use of its property under this policy;
- 5.3 the Board recognizes while making its buildings, facilities and sites available for community use, there is a need to recover certain costs associated with such usage by others;
- 5.4 the Board recognizes that a schedule of fees/cost recoveries should reflect the varying nature and purpose of applications involved;
- 5.5 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. The 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 or site, 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;
- 5.6 Community Use of Schools permits are not granted to individuals or groups unless sponsored or affiliated with a recognized organization that is prepared to guarantee restitution to the Board in the event of vandalism, damage or loss. As well, liability insurance coverage must be provided.

6.0 **Requirements**

The Director of Education shall ensure that:

- 6.1 appropriate application and approval procedures, partnerships, reciprocal agreements are established that recognize that school-level, Continuing and Alternative Education–Board programs and events are a priority;

6.0 **Requirements** (Cont'd)

- 6.2 formal on-line applications are required and approved;
- 6.3 school events (Reporting, Celebrations, Concerts, Sports events, Fundraisers, etc.) receive priority and, therefore, Principals should submit the Community Use of Schools: School Use Schedule by June 15th each year to assist the Community Use of Schools staff in scheduling other applications;
- 6.4 approval procedures require that all permit holders provide evidence, if applicable, of items such as:
 - 6.4.1 sponsorship by a recognized organization and name of contact;
 - 6.4.2 certificate of appropriate liability insurance coverage;
 - 6.4.3 any license or permit required by a government authority;
 - 6.4.4 appropriate "Party Alcohol Liability Insurance".
- 6.5 approval procedures require that, where the Board facility is used and Custodial Staff are not assigned to the Board facility as part of their normal working hours, that:
 - 6.5.1 a Custodian (sourced by the Board) will be on duty to protect the safety of all participants and the interests of the Board by specifically opening the school, providing access to appropriate areas, ensuring the security of the Board's property, respond to any emergency situations and securing the Board facility at the completion of the program, and
 - 6.5.2 any costs associated with additional Custodial Staff time required to accommodate a permit holder, will be charged to the permit holder at a rate determined by Community Use of Schools staff.
- 6.6 rules and regulations of Community Use of Schools are established and maintained that reflect the following:
 - 6.6.1 applicants will be held responsible to the Board for costs associated with all and any misuse, damage to the building, facility, site or equipment provided. The damage will be determined by a visual check by school staff;
 - 6.6.2 compliance with the Board policies and protocols connected to "Smoke and Tobacco Free Environment", "Ministry and Board Code of Conduct", "Safe Welcome" (elementary school electronic entry), Substance Abuse Intervention", Workplace Harassment", "Workplace Violence", "Sexual Harassment", Safe Schools, Occupational Health and Safety, and other applicable policies and protocols;
 - 6.6.3 compliance with all provincial and municipal fire safety standards and regulations;

6.0 **Requirements** (Cont'd)

6.6 (Cont'd)

- 6.6.4 all time limits, as defined in the permit issued, shall be observed;
- 6.6.5 no animals shall be permitted on school property with exception of service animals;
- 6.6.6 appropriate notice period by either party for postponement and/or cancellation of permit;
- 6.6.7 partnerships and reciprocal agreements with other educational institutions and municipal recreation departments reflect mutual benefits with cost recoveries and fees adjusted to recognize the contributions of both parties.

7.0 **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

8.0 **Related Policies and Administrative Procedures**

- Code of Conduct (PO610)
- Code of Conduct Administrative Procedure (AP610-1)
- Smoke and Tobacco Free Environment (PO407)
- Smoke and Tobacco Free Environment (AP407-1)
- Substance Abuse Intervention/Prevention (AP312-2)
- Sexual Harassment (PO307)
- Workplace Harassment (PO320)
- Workplace Harassment (AP320-1)
- Workplace Violence Policy (PO324)
- Workplace Violence Prevention Administrative Procedure (AP324-1)
- Community Use of Schools Administrative Procedure (AP412-1)