

YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> Facilities	<i>Policy Number</i> 703
<i>Former Policy #</i> 501	<i>Page</i> 1 of 15
<i>Original Approved Date:</i>	<i>Last Approval Date:</i>
September 1971	March 1996 April 8, 2003 July 6, 2010 June 21, 2011

POLICY TITLE: COMMUNITY USE OF SCHOOLS

SECTION A

1. PURPOSE

The York 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. The Board supports the use of its facilities for the best interests of the community, when they are not required for school use.

The purpose of this policy is to clarify the guidelines through which Board facilities may be used for community purposes.

2. POLICY STATEMENT

It is the policy of the York Catholic District School Board, subject to the guidelines of this policy, to allow designated facilities to be used by the community during those times that such facilities are not required for school/Board purposes.

3. PARAMETERS

- 3.1 The management of the Community Use of Schools policy and Board facilities shall remain with the Board.
- 3.2 The interpretation and administration of the Community Use of Schools Policy # 703 and related regulation/procedures is the responsibility of the Community Use of Schools permit office of the York Catholic District School Board.
- 3.3 The Community Use of Schools policy will be implemented with a minimum of a cost recovery basis.

- 3.4 The York Catholic District School Board retains the right to refuse the use of its facilities to any person or group.
The Board maintains the right to suspend or cancel without notice any permit if facilities are misused, or if there is inadequate supervision of activities, or a lack of co-operation with Board staff.
- 3.5 A custodian or designate must be in attendance whenever a Community Use of School permit is in effect.
- 3.6 School year permit applications will be approved on a first come first served basis. In the event that several applications are received at the same time, priority will be given to applicants in descending order of classification A-F and to York Region residents. When permit applications fall within the same classification, the Board will base its decision on past experience and the Principal's recommendation. All efforts will be made to accommodate all groups.
- 3.7 Priority for school break applications will be given to programs offered by the Board and licensed and municipal daycare camps. For additional information on summer break permits see Schedule F notes.
- 3.8 Fees for rental of school facilities, equipment and furniture are reviewed annually by the Board and set to ensure cost recovery.
- 3.9 The Board shall hold the permit holder (person, group or authority) responsible and accountable for the safe use of the facility and all losses and damages arising out of the use of the facility.
- Damages or losses attributed to the permit holder will be reimbursed by the permit holder to the Board.
- 3.10 The Board is not responsible for personal injury, or for the loss, theft, or damage of any articles of the permit holder, or of any one attending on the invitation of the permit holder, where such personal injury, loss, theft or damage results from the permit holder's negligence.
- 3.11 The permit holder shall ensure suitable adult supervision (19 years of age or older) of the activities during the time of the use, and shall co-operate fully with school administration or custodian in charge for the safety of all.
- 3.12 The permit holder is required to restrict activities to the location(s) stated on the permit.
- 3.13 Permits are not transferable and under no circumstances shall the permit holder sublet the use of a facility.
- 3.13 Smoking and/or the consumption of alcoholic beverages is strictly prohibited at all times in Board buildings or on Board property.
- 3.14 Community Use of Schools will request the Budget/Audit Department to offset the school's GSB with 25% of the sports equipment rental (Schedule D) at the end of the school year to assist with the replacement or repair of any damaged equipment.

4. PROVISIONS

- 4.1 The York Catholic District School Board's liability coverage for Community Use of Schools protects the **Board** against liability claims. The Board's insurance coverage **DOES NOT** protect users or user groups. The permit holder or group to which the permit is issued shall save harmless the Board from any claims for damages that may arise out of the use of the facilities or for the loss or theft of any articles belonging to the permit holder. The permit holder or user groups must have a certificate of liability insurance coverage for a minimum amount of \$2,000,000.00, and the Board shall be named as an additional insured on the insurance policy (such liability insurance can be purchased through the permit office at the time of application).
- 4.2 The Board may cancel a permit (with reasonable notice), if the facility is needed by the school. In the event of such suspension or cancellation, the permit holder has no claim to compensation from the Board for any loss, damage or expense resulting from suspension or cancellation. In the event that the building is required for school purposes, the permit holder may be permitted to use the building on an alternative day mutually agreed to by both parties. Where possible, the Board's practice is to give a minimum of seven (7) day notice of such cancellation, but, in an emergency, the Board reserves the right to cancel without notice. For all non-Board activities, outside of the regular school day, the school custodian shall be in charge of the premises.

5. RESPONSIBILITIES

- 5.1 Associate Director of Education: Leading Services
- To assume responsibility for the overall implementation of this policy.
- 5.2 Superintendent of Plant
- To oversee the implementation of this policy through the Community Use of Schools Permit Office.
- 5.3 School Administration
- To facilitate the implementation of the Community Use of Schools policy at the school level.
 - To ensure that relevant staff is informed when permits are issued and that conditions of the permit are met.
 - To inform the permit holder in advance when the permitted facility will not be available.
 - To submit Damage or Misconduct Reports to the Permit Department when a permit user fails to comply with the conditions of the permit.
- 5.4 Community Use of Schools Permit Office
- To receive and process the permit applications.
 - To issue the permit.
 - To invoice permit holder.
 - To follow up on damage or misconduct reports.
 - To liaise between permit holders and school administration.
 - To enforce the Community Use of Schools policy.
- 5.5 Permit holder
- To comply with the conditions for use as outlined in the Community Use of School guidelines and terms of use.
 - To pay all fees and/or charges as may be required by the Board.
 - To report to school administration or Community Use of Schools permit office those situations or concerns that impact on the permit use.

6. CROSS REFERENCES

- YCDSB Policy 202 Safe Schools
- YCDSB Policy 610 Smoke Free Environment
- YCDSB Policy 701 Access to Schools and Board Premises
- YCDSB Policy 704 Before and After School Programs
- YCDSB Policy 705 Child Care (School Based Programs)
- YCDSB Independent Procedure: Fragrance-Scent Safe Workplace Procedures

7. RELATED FORMS

- YCDSB Online Permit Application Form
- YCDSB Online Permit Cancellation Request Form
- YCDSB Online Terms of Contract
- YCDSB Grant Declaration Terms and Conditions

Approval by Board	June 21, 2011 _____ <i>Date</i>
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POLICY TITLE: COMMUNITY USE OF SCHOOLS

SECTION B

GUIDELINES

1. NEED A PERMIT?

Permits are required for all community use on school days between 6:00 p.m. and 10:15 p.m., weekends and during school breaks. With the exception of before and after school child care programs, special interest programs, or specific Board approved programs, permits will not be granted during the normal school day 8:00 a.m. to 6:00 p.m.

2. HOW TO APPLY FOR A PERMIT

Permit applications are submitted on-line only. Go to the Board's website www.ycdsb.ca, click on "Quick Links" and select Community Use of Schools. This link leads to the on-line permit application.

The application must be submitted to the permit office no later than ten (10) working days prior to the date that the facility is required.

3. OPERATING DATES FOR PERMITS

Permits will be granted for use of the school facilities from mid-September to mid-June in the current school year of issue. Schools will be closed or not available for use to all single or multi-use permit holders during statutory holidays, school holidays, scheduled school functions, designated professional development days, Christmas, Summer and March Breaks, including weekend use during school breaks.

School break applications must be submitted on or before the following dates:

Summer break May 1st
Christmas break November 1st
March break February 1st

4. RESTRICTIONS

Permit privileges may be withdrawn for any violations to the following restrictions:

- 4.1 The consumption of alcoholic beverages is strictly prohibited at all times in all Board facilities.
- 4.2 Smoking is prohibited in all Board operated buildings and on Board property.
- 4.3 Games of chance in any form are prohibited in all facilities.
- 4.4 Weapons of any kind are prohibited and are a violation of the Board's Safe Schools Policy.
- 4.5 The Board shall not store equipment or supplies owned by outside agencies, persons, or groups without permission from school administration. It must be noted that the Board and/or the school shall not be held responsible or liable for damages or loss to any non-board equipment or supplies.
- 4.6 Only approved sports equipment will be allowed for use in gymnasiums. These include mush balls for baseball permits and plastic blades for floor hockey permits.
- 4.7 Only non-marking rubber soled shoes shall be worn in gymnasiums for sports activities ie. no black soled gymnasium shoes.

- 4.8 The application of powder, wax, or any other preparation to floors for dancing purposes is strictly prohibited.
- 4.9 Activities considered by the Board to be injurious to the school grounds and/or facilities shall be prohibited

5. FEES

All permit charges including processing fees, equipment/furniture rental rates, custodial fees and liability insurance, if required, shall be paid by cash, VISA, Debit card or cheque payable to the York Catholic District School Board. Fees quoted for a gymnasium or general purposes room are based on two hour increments of 6 p.m. – 8 p.m. or 8:15 p.m. to 10:15 p.m. per single gym. A service charge of \$ 50.00 will be levied for NSF cheques.

The Board may, at its discretion, require a security deposit on the estimated total fee in order to issue the permit.

Where special permits are issued published fee rates apply.

6. CHANGES

A fee of \$15.00 will be charged for each change requested by the permit holder. Changes must be submitted in writing to the Permit Office two weeks prior to a scheduled use of the facility.

7. PERMIT HOLDER'S RESPONSIBILITIES

- 7.1 The permit holder is required to restrict activities to the location of the facility stated on the permit.
- 7.2 The permit holder may request use of school communication equipment in the event of an emergency.
- 7.3 The permit holder is responsible to ensure that Community Use of School rules and regulations are adhered to by the group. Rules and regulations are posted in the gymnasiums, and on the website/online. In some instances specific instructions are noted on the permit.
- 7.4 The permit holder and user group must vacate the facility in a safe manner within 15 minutes of the permit exit time.
- 7.5 The permit holder shall be responsible for determining that the facilities are fit and suitable for the permitted activities.
- 7.6 The permit holder shall be responsible for the enforcement of the terms of the permit. The Principal shall be the applicant for school activities, including School Council Meetings.
- 7.7 The permit holder shall protect, indemnify and save harmless the Board, its servants or agents, of and from all claims for damages arising from the permit holder's negligence (and without limiting the generality of the foregoing) personal injury, property loss, infringement of royalty rights, slander, sedition and subversion that may rise out of or occur during the use of the facilities by the permit holder, or which may occur as a result of any public performance.
- 7.8 The permit holder must remove all of their equipment before leaving the facility. No storage of personal equipment is allowed on Board property.

- 7.9 The permit holder shall be responsible for any costs incurred arising out of damage to Board facilities or property.
- 7.10 The permit holder will be responsible for all costs due to cancellation, unless the permit office is notified in writing two (2) weeks prior to the cancelled date. There will be no refund.
Failure to comply with this required cancellation notice will result in fees levied at full rate. The reduced rate offered through the Ministry of Education grant will not apply. Frequent non-use of the requested space will result in permit cancellation.
- 7.11 The permit holder must ensure that all individuals attending are under their immediate supervision and control..

8. SAFETY

- 8.1 The permit holder is responsible to ensure appropriate supervision. If the standard of supervision falls below an acceptable level, the permit may be suspended or cancelled without notice.
- 8.2 The permit holder must review and become familiar with fire safety procedures and ensure that, in the event of an emergency, they are strictly adhered to. All persons must leave the building immediately when an alarm is sounded, or when requested by Board Staff, Police, or Fire Officials.
- 8.3 Fire routes and pedestrian walkways shall be kept clear at all times. Vehicles may only be parked in approved parking lots, not on playing fields or grass. The permit holder must ensure that all participants and spectators are aware of parking availability and limitations, Board rules and regulations.
- 8.4 The aisles, hallways, and exits must be kept free from obstruction. Parking is not allowed on posted fire access routes.
- 8.5 All persons must leave the building immediately when an alarm is sounded, or when requested by Board Staff, Police, or Fire Officials.

9. ADMISSION OR MEMBERSHIP FEE

With the exception of school activities, no admission or membership fee shall be charged for the use of any school property, unless the particulars are set out in the Permit Application and are approved by the permit office.

10. ADVERTISING:

Except for school activities, or unless pre-approved by the Board, no advertising in connection with any production or event is to be displayed on, or affixed to, any part of the school ground or facilities.

FEE SCHEDULES

GENERAL NOTES:

1. A Certificate of Insurance naming the Board as an “additional” insured is required for categories B1 to F.
2. All fees are subject to HST.
3. All fees are payable in advance of permit issue and include administration fees.
4. Fees and rates are for space during regular operating hours when staffed by Caretakers.
5. For use of space beyond normal occupancy, both in the schools or the Education Centre, custodial and/or security staff is required on site and a utility surcharge will apply. Hourly rates for custodial and/or security staff (minimum rate of 4 hours) will be charged as follows:

\$42.00 per hour Monday to Saturday inclusive for Classifications B-1 to F
\$56.00 per hour Sunday for Classifications B-1 to F

Utility surcharge is as follows:

\$10.00 per hour for gym or cafeteria
\$2.00 per hour per classroom
6. Rates will be reviewed annually but may be subject to change without notice.
7. Board Administration reserves the right to levy additional charges for clean-up, security or other special circumstances.
8. Arrangements for furniture and equipment to be made at time of permit application. Furniture and equipment will not be provided unless specifically noted on the permit.

SCHEDULE A

CLASSIFICATION OF GROUPS AND ORGANIZATIONS REQUESTING THE USE OF SCHOOL BOARD FACILITIES DURING SCHOOL YEAR PROCESSING FEES & RATES

CLASSIFICATION	DESCRIPTION	FEES & RATES
Classification A	Board or School Sponsored Activities including: Board or School events, Catholic School Council, School Dances, School Sporting Activities, Continuing Education.	No Charge
Classification B-1	Catholic Church Services, Masses and Religious Instruction Classes	\$50.00 Processing fee.
Classification B-2	Catholic Church Service Groups including: Catholic Women's League, Knights of Columbus, Catholic Youth Groups, Catholic Children's Aid Society, Share Life.	\$50.00 Processing fee plus operating cost @ \$5.00 per use up to maximum \$150.00 per school year.
Classification B-3	Catholic Church Services provided by newly established churches	
Classification C	Negotiated Agreements for Defined Space Requirements to include: Colleges and Universities (School Yr. only), Election Polling Stations, Partnerships*	As per arrangement.
Classification C-1	"For Fee", Special Interest programs (School Year only) as provided by Board approved external Service Providers	\$50.00 Processing fee plus operating cost @ \$9.50 per use or \$45.00 per week (per classroom space)
Classification C-2	Non-Profit Before & After Child Care Programs (School Yr. only) to include: Licensed and Municipal programs	\$50.00 Processing fee plus fees as noted in schedule E *
Classification D-1	Non-profit Children and Youth Recreational Programs to include: Scouts, Guides, Brownies, Cubs, Cadets, Children and Youth Sports activities sponsored by Service Groups. (Voluntary Supervision)	\$50.00 Processing fee plus operating cost @ \$5.00 per use up to maximum \$150.00 per school year.

CLASSIFICATION	DESCRIPTION	FEES & RATES
Classification D-2	Non-profit Children and Youth Recreational Programs operated by Municipalities and Service Groups after 6:00 pm to include: Municipal Parks and Recreation, YMCA, YWCA, Lions, Kiwanis, Block Parents, Red Cross	\$50.00 Processing fee plus operating cost @ \$7.50 per use up to maximum \$225.00 per school year.
Classification D-3	Non-profit Adult Recreational Activities (Voluntary Supervision)	\$50.00 Processing fee plus operating cost @ \$12.50 per use up to maximum \$375.00 per school year.
Classification E-1	Religious, Cultural, Service and Ratepayers Groups, Institutions and recognized Political Organizations (Federal/Provincial/Municipal)	\$50.00 Processing fee (Single Use) \$100.00 Processing fee (Multi Use) plus rates as outlined in Schedule B for space
Classification E-2	Individuals or Groups providing Services and Programs for the community and charging participation or user fees (Paid Supervision) including: Music, Dancing, Arts, Drama and Gymnastics Classes	\$50.00 Processing fee (Single Use) \$100.00 Processing fee (Multi Use) plus rates as outlined in Schedule B for space
Classification F	Commercial Enterprises	\$50.00 Processing fee (Single Use) \$100.00 Processing fee (Multi Use) plus rates as outlined in Schedule B for space

*Use of space other than that stipulated in the Negotiated Agreement shall be subject to Permit request & fees.

For School Break rates see Schedule F.

SCHEDULE B

FACILITIES RENTAL RATES PER 4 HOUR USE

SCHOOL AND BOARD FACILITIES RENTAL RATES *	CLASS E	CLASS F
Classroom – per use (4hrs.)	\$75.00	\$125.00
Meeting Room – Ed. Centre per use (4hrs.)	\$75.00	\$125.00
Gymnasium - Single Elem. per use (4hrs.)	\$125.00	\$225.00
Gymnasium – Double Elem. per use (4hrs.)	\$160.00	\$250.00
Gymnasium - Single Sec. per use (4hrs.)	\$125.00	\$225.00
Gymnasium – Double Sec. per use (4hrs.)	\$175.00	\$350.00
Gymnasium - Triple Sec. per use (4hrs.)	\$250.00	\$450.00
Boardroom – Education Centre per use(4hrs.)	\$225.00	\$450.00
Lunch Rm. – Elementary per use (4hrs.)	\$105.00	\$250.00
Cafeteria – Secondary (excluding kitchen) per use (4hrs.)	\$225.00	\$525.00
Cafeteria – Secondary (including kitchen & supervision)	To be determined at time of application for permit Minimum \$650.00	
Lecture Rm. – Secondary per use (4hrs.)	\$125.00	\$225.00
Library – Elementary or Secondary per use (4hrs.)	\$125.00	\$225.00
Special Rooms or Areas per use (4hrs.)	Minimum \$250.00 as determined at the time of application for permit	

- * Rental rates are for space in York Catholic District School Board facilities during regular operating hours when staffed by Caretakers.
For use of space beyond these hours, Caretaking and/or Security is required on site and is subject to additional charges.

SCHEDULE C

EQUIPMENT & FURNITURE RENTAL RATES (on a per use basis)

EQUIPMENT OR FURNITURE	CLASS C - D3	CLASS E	CLASS F
<u>Keyboard or Piano upright</u> – plus tuning, if required. <u>Piano grand</u> (subject to availability) – plus tuning, if required.	\$25.00 \$50.00	\$ 50.00 \$100.00	\$100.00 \$200.00
<u>A/V Equipment</u> – projector, screen, TV, VCR, CD player	\$25.00	\$40.00	\$50.00
<u>Chairs</u> - rate per 100 chairs does not include setup or removal	\$25.00	\$45.00	\$65.00
<u>Tables</u> – rate for each table does not include setup or removal	\$2.00	\$5.00	\$7.50
<u>P.A. Systems</u>	\$30.00	\$50.00	\$80.00
<u>Stage Lighting</u> – secondary school*	\$30.00	\$60.00	\$80.00
<u>Gym Risers and Bleachers</u>	\$25.00	\$45.00	\$65.00
<u>Tarps</u> - floor covering for gym floor	\$75.00	\$150.00	\$225.00
<u>Other Equipment</u> – upon approval and subject to conditions as set out by the Principal or the Board	Rates to be determined at the time of application.		

- * Permit holder is required to arrange through the school for stage lighting technician. Extensive setup or breakdown is subject to additional charges.

SCHEDULE D

SPORTS EQUIPMENT RENTAL RATES

Sports Equipment Type	Single Use	Up to 9 Uses	Up to 19 Uses	Over 20 Uses
Basketball Hoops	\$5.00	\$25.00	\$30.00	\$50.00
Basketballs or Volleyballs	\$5.00	\$20.00	\$30.00	\$50.00
Basketballs & Volleyballs	\$8.00	\$35.00	\$50.00	\$65.00
Basketball Hoops & balls	\$15.00	\$45.00	\$60.00	\$75.00
Badminton or Volleyball nets	\$5.00	\$25.00	\$30.00	\$50.00
Standards	\$5.00	\$25.00	\$30.00	\$50.00
Volleyball nets, standards, balls,	\$15.00	\$45.00	\$60.00	\$75.00
Standards and Nets	\$8.00	\$35.00	\$50.00	\$65.00
Goals	\$5.00	\$25.00	\$50.00	\$75.00
Mats (up to 5 mats)	\$10.00	\$25.00	\$50.00	\$75.00
Other Equipment – Upon approval and subject to conditions as set out by the Community Use of Schools Permit Office				

- * Weekend use of sports equipment is subject to rates based on a two hour increment, single gym, per diem basis.

SCHEDULE E

LICENSED AND MUNICIPAL NON-PROFIT
BEFORE AND AFTER SCHOOL PROGRAMS
(School Yr. only)

SCHOOL FACILITIES RENTAL RATES *	
Shared use of space during school year	
Classroom / Portable	\$ 45.00 per week
Gymnasium – elementary	\$105.00 per week
Servery	\$ 15.00 per week
Exclusive use of space during school year	
Classroom / Portable	\$100.00 per week
Servery	\$ 25.00 per week

SCHEDULE F

ALL NON-PROFIT SCHOOL BREAK PROGRAMS

Shared use of space during school breaks	
Gymnasium – elementary	\$105.00 per week
Gymnasium (single) – secondary	\$105.00 per week
Gymnasium (double) –secondary	\$185.00 per week
Gymnasium (triple) – secondary	\$285.00 per week
Exclusive use of space during school breaks	
Classroom / Portable	\$100.00 per week
Gymnasium – elementary	\$200.00 per week
Gymnasium (single) – secondary	\$200.00 per week
Gymnasium (double) – secondary	\$325.00 per week
Gymnasium (triple) – secondary	\$400.00 per week

** Profit Groups are subject to a 50% surcharge.

SCHEDULE F NOTES:

Summer rental rates are limited to the following time restrictions:

- (i) Licensed before & after child care programs may operate starting July, ending mid-August but are subject to staff and space availability as well as the Board's summer maintenance and cleaning programs. Any extensions to the end of August are subject to approval on an individual basis and additional costs will apply to prepare the school for September opening.
- (ii) Non-profit children & youth recreational summer programs offered by municipalities and service groups are limited to a 6 week duration starting beginning of July, ending mid-August and are subject to staff and space availability as well as the Board's summer maintenance and cleaning programs.