



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> Community	<i>Policy Number</i> 616
<i>Former Policy #</i> 501	<i>Page</i> 1 of 5
<i>Original Approved Date</i> September 1971	<i>Subsequent Approval Dates</i> March 1996, April 8, 2003, July 6, 2010, June 21, 2011, November 27, 2018, June 20, 2023, October 28, 2025

POLICY TITLE: COMMUNITY USE OF SCHOOLS

SECTION A

1. PURPOSE

The York Catholic District School Board acknowledges that Board 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 parameters and procedures through which Board facilities may be used for community purposes.

The Board recognizes the importance of ensuring that community access to schools reflects the principles of equity, diversity, inclusion, and accessibility, and is consistent with the *Ontario Human Rights Code*.

2. OBJECTIVE

It is the policy of the York Catholic District School Board to allow designated facilities to be used by the community during those times that such facilities are not required for School or Board purposes. The objective of this policy is to outline requirements for providing access and use of the Board's school buildings, grounds and facilities for community purposes.

This policy is exclusively intended for external community use and does not apply to the regular school day (8:00 a.m. to 6:00 p.m.) or after 6:00 p.m. and on weekends where activities are conducted under the Principal's approval.

3. PARAMETERS

- 3.1 The York Catholic District School Board recognizes the importance of fostering cooperation with community organizations and endorses the concept of "Community Use of Schools" and, therefore, maintains appropriate procedures, rules, and regulations to facilitate the application, approval, and issuance of permits for the use of its property under this policy.
- 3.2 Use of school grounds and community use of school facilities shall be in accordance with York Catholic District School Board's Code of Conduct Policy, whereby all parties entering into an agreement with the York Catholic District School Board must adhere to the code of conduct governing the behavior of all persons in schools.

- 3.3 The administration of the *Community Use of Schools* Policy and related procedures is the responsibility of the Community Use of Schools permit office of the York Catholic District School Board.
- 3.4 This policy will be implemented with a minimum of a cost recovery basis. All permit fees will be adjusted annually based upon the consumer price index (CPI). Rates will be updated accordingly and subject to change without notice.
- 3.5 The York Catholic District School Board retains the right to refuse the use of its facilities to any person or group.
- 3.6 The permit holder shall ensure suitable adult supervision (18 years of age or older) of the activities during the time of the permit use, and shall cooperate fully with school administration or the custodian on duty for the safety of all.
- 3.7 The Board may cancel a permit (with reasonable notice), if the facility is needed by the school and/or Board. Where possible, the Board's practice is to give a minimum of seven (7) days' notice of such cancellation, but, in an emergency, the Board reserves the right to cancel without notice (e.g.: loss of hydro, water, inclement weather).
- 3.7.1 In the event that the building is required by the school/Board purposes, the permit holder will not be charged for the cost of the canceled booking.
- 3.8 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 from the use of the facility. Damages or losses attributed to the permit holder shall be reimbursed by the permit holder to the Board.
- 3.9 The Board reserves the right to levy additional charges where additional clean-up or damages result from the use of a facility.
- 3.10 A custodian must be in attendance and shall oversee the premises whenever a Community Use of School permit is in effect.
- 3.11 All tobacco and cannabis products as well as electronic cigarette devices, consumption of alcoholic beverages, drugs and the possession or use of weapons are strictly prohibited at all times in Board buildings or on Board property.
- 3.12 The traditional use of sweetgrass, sage and red cedar that forms part of Indigenous culture and spirituality shall be permitted.
- 3.13 The Board shall not be responsible for any 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.
- 3.14 The York Catholic District School Board's liability insurance coverage for Community Use of Schools protects the Board against liability insurance claims. The Board's insurance coverage does not protect users or user groups. Permit holders are required to provide proof of liability insurance at the time of approval but no later than the date of the permit coverage.
- 3.15 The permit holder or group to which the permit is issued shall hold 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, 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).

- 3.16 Permits are not transferable and under no circumstances shall the permit holder sublet the use of a facility. Any violation of this condition shall result in the immediate termination of the permit and no refunds will be issued.
- 3.17 Community Use of Schools will request the Budget/Audit Department to offset the school's General School Budget (GSB) with 25% of the sports equipment rental (Schedule B & C), on an annual basis, at the end of August, to assist with the replacement or repair of any damaged equipment.
- 3.18 The permit holder shall restrict activities to the location of the facility stated on the permit and approved by the Board.

4. RESPONSIBILITIES

4.1 Director of Education

- 4.1.1 To oversee compliance with the Community Use of Schools policy and procedures.

4.2 Superintendent of Facilities Services & Plant

- 4.2.1 To oversee the implementation of this policy and procedures through the Community Use of Schools Permit Office.
- 4.2.2 To act as Facilitator for any disputes that may arise between the permit or potential permit holder and CUS permit office.
- 4.2.3 To approve any negotiated Classification G permits.

4.3 Principal

- 4.3.1 To apply for a permit to reserve the space for use of the school after 6:00 pm and on weekends, for activities such as Catholic School Council Meetings.
- 4.3.2 To notify the permit office when the school must cancel a permit.
- 4.3.3 To ensure a Damage or Misconduct Report is submitted to the Permit Department when a permit user fails to comply with the conditions of the permit.

4.4 Community Use of Schools Permit Office

- 4.4.1 To receive and process all permit applications in accordance with the policy and procedures, an addendum to this policy.
- 4.4.2 To issue the approved permit to the permit holder as well as the Principal, Head Custodian and Head Secretary.
 - 4.4.3 To invoice the permit holder and collect fees.
 - 4.4.4 To follow up on damage or misconduct reports.
 - 4.4.5 To liaise between permit holders and school administration.
 - 4.4.6 To enforce the Community Use of Schools policy and procedures.

4.5 Permit Holder

- 4.5.1 To comply with the conditions for use as outlined in the Community Use of School policy, guidelines and procedure, as well as all relevant Board policies and procedures.
- 4.5.2 To pay fees and/or charges as may be required by the Board prior to permit issuance.

4.6 Custodians

- 4.6.1 To ensure that only the facility requested is used and available to the permit holder.
- 4.6.2 To ensure equipment noted on the permit is available to the permit holder.
- 4.6.3 To be responsible for the safety (i.e., extraction of water on wet and slippery floors) and the security of School or Board property.
- 4.6.4 To not give keys for any Board facility to any person who does not hold the authority to have such in their possession.
- 4.6.5 To orient permit holders to the building.

- 4.6.6 To report any damage to Board property (building and equipment) by the permit holder to the Permit Office via the Damage Report Form.
- 4.6.7 To report any misconduct by permit holder to the Permit Office via the Misconduct Report Form located in the online custodian resources conference.
- 4.6.8 To submit the Community Use of Schools Weekend Report Form on the Monday following the weekend.
- 4.6.9 To ensure that access to the building is kept clear of snow.
- 4.6.10 To notify the YCDSB facilities department, 72 hours in advance, if a custodian is not available to be in attendance on the permitted date.

5. DEFINITIONS

5.1 Break Permits

Break permits are issued for programs or events occurring during school breaks, such as Christmas Break or March Break. Applications are prioritized for programs offered by the Board and approved Before & After (B&A) school operators. Examples include holiday camps, daycare operations, or Board-sponsored programs.

5.2 Classification G Permits

Classification G Permits are negotiated permits for specific groups, activities, or purposes that do not fall under the standard classifications. These require approval from the Superintendent of Facilities Services and Plant. Examples may include partnerships, election polling stations, or large-scale events not covered by other permit types.

5.3 Seasonal Permits

Seasonal permits are issued for activities or programs that occur regularly over a prolonged period during the school year. They are not available on statutory holidays, school holidays, designated professional activity days, or during Christmas and March Break.

5.4 Short-Term/Single-Day Permits

Short-Term or Single-Day Permits are issued for one-time events or short-term activities that do not recur regularly. Examples include community meetings, workshops, or fundraising events (in compliance with YCDSB fundraising policies).

5.5 Summer Permits

Summer Permits are granted for activities or programs occurring during the summer months, from July to mid-August. Examples include summer camps, recreational programs, or one-time summer events.

5.6 Weekend Permits

Weekend Permits are issued specifically for activities occurring on Saturdays and Sundays. They are available from 7:00 a.m. to 9:00 p.m. Examples include recreational tournaments or community gatherings.

6. CROSS REFERENCES

Legislation

[Education Act](#)

[Ontario Human Rights Code](#)

YCDSB Policies

Policy 112 Privacy and Freedom of Information Policy 617 Code of Conduct

Policy 206 Supporting Students with Prevalent Medical Conditions (Anaphylaxis, Asthma, Diabetes, and/or Epilepsy) in Schools

Policy 604 Child Care: Early Years, Extended Day, Before and After School Programs
Policy 610 Cannabis, Electronic Cigarettes, Tobacco - A Smoke-Free Environment
Policy 701 Access to Schools and Board Premises
Policy 704 Community Planning & Partnerships
Policy 705 Use of Video Surveillance Equipment

YCDSB Procedures

YCDSB Procedure 606 Community Use of Schools
YCDSB Procedure 704 Community Planning & Partnerships
YCDSB Third Party Protocol for External Providers
YCDSB Independent Procedure: Implementing a Fragrance/Scent-Safe Workplace

Related Forms

YCDSB Online Permit Application Form
YCDSB Online Permit Application Status
YCDSB Online Permit Cancellation Request Form
YCDSB Misconduct Report Form
YCDSB Damage Report Form
YCDSB Weekend Report Form

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