YORK CATHOLIC DISTRICT SCHOOL BOARD

PROCEDURE:
COMMUNITY USE OF SCHOOLS

Addendum to: Policy 616 Community Use of Schools

Effective: September 2026

1. Operating Times and Dates for Permits

1.1 Permits are required for all community use of school facilities on school days between 6:00 p.m. and 10:15 pm during the school year. Permits will be granted for use of the school facilities from mid-September to mid-June. Community Use of School Permits will not be granted during the regular school day from 8:00 a.m. to 6:00 p.m.

1.2 Permits will be granted for weekend use of school facilities from mid-September to mid-June from 7:00 am to 9:00 pm. Permits do not run-on long weekends. Additional charges apply for weekend use (see attached schedule).

1.3 For seasonal permits running from September to June, the schools will not be available during statutory holidays, school holidays, scheduled school functions, designated professional activity days and Christmas & March Break (including weekend use before and after the break) unless special permission is granted by the Superintendent of Facilities Services and Plant.

1.4 Permit applications for summer programs must be submitted prior to mid-May. Permits will be granted during July to mid-August based on availability and subject to approval.

1.5 During Christmas Break, March Break and summer months there will be no permits approved after 6:00 p.m.

2. Permit Application Process

2.1 Permit applications are submitted online through the Board's website Community Use of Schools. The website includes links to the following resources: Policy, Procedure and the Classification & Fee Schedule.

2.2 The application must be submitted to the permit office no later than seven (7) days prior to the date that the facility is required.

2.3 Permit applications will be accepted annually in the month of April for the next school year on a staggered approach based on classification of organization and will be approved on a first-come, first-serve basis. In order to provide fair access, the Board reserves the right to limit the number of permits held by one organization and priority will be given in descending order of classification (see Schedule A).

2.4 Separate permit applications are required for each weekday. Permit applications with multiple days may be denied.

2.5 Priority for school break applications will be given to programs offered by the Board as well as the Before and After (B&A) operators that are currently approved by the York Catholic District School Board.

3. Fees

3.1 All permit charges shall be paid by credit card or cheque payable to the York Catholic District School Board.

3.2 Hourly fees charged for weekday permits from Monday to Friday are based on a two-hour increment of 6:00 p.m. – 8:00 p.m. or 8:15 p.m. to 10:15 p.m. per single gym. Hourly fees charged for weekend permits must be a minimum of four (4) hours. Weekend permits can run from 7:00 am to 9:00 pm.

3.3 Additional fees are applicable on weekends and school breaks to cover start-up, set- up, and/or cleaning of the facility. For permits with high attendance, a second custodian may be required.

3.3.1 On weekends there will be a minimum 4-hour custodial overtime charge as well as a utility surcharge for gym, cafeteria and classrooms applied for Classifications C to F (See Schedule A).

3.4 During school breaks the custodial overtime is applicable after 3:00 pm.

3.5 Fees are subject to HST.

3.6 Processing fee is non-refundable.

3.6.1 If the permit is canceled before the start date of the permit, the equipment fee will be reimbursed.

3.7 A service charge of $60.96 will be levied for a declined credit card or NSF cheques.

3.8 A fee of $18.29 will be charged for each change requested by the permit holder. Changes must be submitted (7) days prior to a scheduled use of the facility.

3.9 Parking fees may apply and will be charged per booking where applicable.

4. Permit Holder's Responsibilities

4.1 The permit holder is required to have a copy of the permit on site and to restrict activities to the location of the facility stated on the permit and approved by the Board. Arrangements for the use of furniture and equipment are to be requested at time of the permit application.

4.2 The permit holder is responsible to ensure that Community Use of School Policy and Procedure are adhered to.

4.3 The permit holder and user group must vacate the facility in a safe and orderly manner within 15 minutes of the permit exit time.

4.4 The permit holder shall be responsible for determining that the facilities are fit and suitable for the permitted activities.

4.5 The permit holder shall be responsible for the enforcement of the terms of the permit.

4.6 The permit holder shall report any damage to Board property (building and equipment) to the custodian in a timely manner.

4.7 The permit holder shall protect, indemnify and hold harmless the Board, its servants of 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.

4.8 The permit holder must remove all of their equipment before leaving the facility. No storage of personal equipment is allowed on Board property.

4.9 The permit holder shall be responsible for any costs incurred arising out of misuse or damage to Board facilities or property.

4.10 The permit holder is responsible for notifying the permit office in writing, seven (7) days prior to the cancellation date. Frequent non-use of the requested space may result in permit cancellation.

4.11 The permit holder must ensure that all individuals attending are under their immediate supervision and control.

4.12 All permit holders are expected to leave facilities in a tidy manner with all garbage/ recycling in appropriate bins.

4.13 Approved classroom use shall respect and adhere to the following:

4.13.1 Do not erase items on the blackboard or whiteboard, disturb bulletin boards, or use teacher's aids within the classroom.

4.13.2 Furniture moved must be put back.

4.14 York Catholic District School Board is committed to maintaining a safe and secure work environment for all employees. Workplace violence including physical or verbal abuse will not be tolerated.

4.15 The permit holder must adhere to the provisions outlined in York Catholic District School Board's Code of Conduct Policy.

5. Restrictions

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

5.1 The consumption of alcoholic beverages and/or drugs are strictly prohibited at all times in all Board facilities.

5.2 All tobacco, cannabis products and electronic cigarette devices are prohibited on Board property.

5.3 The traditional use of sweetgrass, sage and red cedar that forms part of Indigenous culture and spirituality shall be permitted.

5.4 Games of chance in any form are prohibited anywhere on YCDSB premises.

5.5 Weapons of any kind are prohibited and are a violation of the Board's *Safe Schools* Policy.

5.6 Permit holders shall not have access to Board technology, including Wi-Fi.

5.7 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.

5.8 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.

5.9 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.

5.10 Only non-marking rubber soled shoes shall be worn in gymnasiums for sports activities i.e. no black soled gymnasium shoes.

5.11 The application of powder, wax, tape, or any other preparation to floors is strictly prohibited.

5.12 Activities considered by the Board to be injurious to the school grounds and/or facilities shall be prohibited, such as the use of inflatable amusement devices and the operation of food trucks on school property.

5.13 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.

5.14 Allergens: Nuts, nut products, shellfish, fragrances are not permitted.

5.15 Only service animals are permitted inside school facilities.

5.16 Electrical cooking appliances are not allowed in the school facility.

5.17 Physical or verbal abuse of any York Catholic District School Board employee is not permitted.

6. Health & Safety

6.1 The permit holder is responsible for ensuring suitable supervision (adult of 18 years of age or older). If incidents of unsafe supervision are reported to Administration, Administration reserves the right to cancel or suspend the permit.

6.2 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.

6.3 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.

6.4 The aisles, hallways, and exits must be kept free from obstruction.

6.5 All board properties are equipped with video surveillance equipment.

6.6 The YCDSB maintains an Asbestos Management Program in accordance with *O. Reg. 278/05*. An Asbestos Binder is maintained on-site and is available to review upon request. Any concerns regarding asbestos in the building can be directed to permits@ycdsb.ca.

Schedule A – Classifications/Categories of Permits

Classification	Description
Classification A	Board or School Sponsored Activities
Classification C	Non-Profit Child Care Programs approved by the Board (Operating during school breaks)
Classification D	Non-profit Children and Youth Programs to include: Scouts, Girl Guides, Embers, Cubs, Cadets
Classification D-1	Non-profit Children and Youth Recreational Programs to include: Sports activities sponsored by Service Groups. (Voluntary Supervision)
Classification D-2	Non-profit Children and Youth Recreational Programs operated by Municipalities and Institutions, Religious, and Cultural
Classification D-3	Non-profit Adult Recreational Activities
Classification E	Community Group or Organization Religious, Cultural, Service and Ratepayers Groups, and Institutions; OR Individuals or Groups providing Services and Programs for the community
Classification F	Commercial Enterprises
Classification G	Negotiated Agreement for Defined Space Requirements to include: Colleges and Universities (School Yr. only), Election Polling Stations, Partnerships, Film Productions and Community Planning & Partnerships.

Schedule B – Non-Profit - Permit Fees

	Classification - Hourly Rate					
	A	**C**	**D**	**D-1**	**D-2**	**D-3**
Space - facility fee						
Classroom/Meeting room	$0.00	*	$0.00	$8.57	$7.15	$20.70
Gym - Single Elem	$0.00	*	$0.00	$9.03	$13.74	$21.16
Gym - Single Sec	$0.00	*	$0.00	$9.03	$13.74	$21.16
Gym - Double Sec	$0.00	*	$0.00	$18.05	$27.50	$42.36
Gym - Triple Sec	$0.00	*	$0.00	$26.89	$41.05	$63.33
Cafeteria - Sec (excl. kitchen)	$0.00	*	$0.00	$9.03	$13.74	$21.16
Library - Elem or Sec	$0.00	*	$0.00	$9.03	$13.74	$21.16
Parking fee per booking	$0.00	$0.00	$0.00	$8.68	$8.68	$8.68
Weekend Fees						
Custodial Overtime Fee - Sat	$48.80	$63.29	$48.80	$48.80	$48.80	$48.80
Custodial Overtime Fee - Sun	$64.72	$83.95	$64.72	$64.72	$64.72	$64.72
Utility Surcharge Gym or Cafe (Weekend only)	$9.38	$18.00	$9.38	$9.38	$9.38	$9.38
Utility Surcharge Classroom (Weekend only)	$4.69	$9.00	$4.69	$4.69	$4.69	$4.69
Equipment Fees						
Chairs (each) per booking	$0.00	--	$0.00	$0.25	$0.25	$0.25
Tables (each) per booking	$0.00	--	$0.00	$2.10	$2.10	$2.10
Gym Risers & Bleachers per booking	$0.00	--	$0.00	$25.34	$25.34	$25.34
Basketball Hoops	$0.00	--	$0.00	$2.49	$2.49	$2.49
Standards and Nets	$0.00	--	$0.00	$3.97	$3.97	$3.97
Goals	$0.00	--	$0.00	$2.49	$2.49	$2.49
Fees per permit						
Processing Fee	$0.00	$60.96	$44.83	$44.83	$44.83	$44.83
Basketball Hoops (over 20 uses)	$0.00	--	$0.00	$48.44	$48.44	$48.44
Standards and Nets (over 20 uses)	$0.00	--	$0.00	$62.96	$62.96	$62.96
Goals (over 20 uses)	$0.00	--	$0.00	$72.67	$72.67	$72.67

Notes:

- The hourly rates noted above are as per anticipated Ministry Grant for 2026/2027 year. If funding does not occur, rates will be restored, and a new invoice will be issued.
- Fees and rates are subject to HST.
- For Classification C, any applicable custodial overtime fee from Monday to Friday is $48.80.
- *See Schedule D, for space facility fees.

Schedule C – Profit - Permit Fees

	Classification - Hourly Rate		
	E	**F**	**G**
Space - facility fee			
Classroom/Meeting room	$28.25	$47.08	TBD
Gym - Single Elem	$47.08	$84.74	TBD
Gym - Single Sec	$47.08	$84.74	TBD
Gym - Double Sec	$65.90	$131.81	TBD
Gym - Triple Sec	$94.15	$169.47	TBD
Cafeteria - Sec (excl. kitchen)	$84.74	$197.72	TBD
Library - Elem or Sec	$47.08	$84.74	TBD
Parking fee per booking	$8.68	$8.68	TBD
Weekend Fees			
Custodial Overtime Fee - Sat	$64.72	$64.72	TBD
Custodial Overtime Fee - Sun	$85.71	$85.71	TBD
Insurance	Quote provided by OSBIE		*
Utility Surcharge Gym or Cafe	$18.38	$18.38	TBD
Utility Surcharge Classroom	$9.19	$9.19	TBD
Equipment Fees			
Chairs (each) - per booking	$0.98	$0.98	TBD
Tables (each) - per booking	$11.30	$11.30	TBD
Gym Risers & Bleachers - per booking	$91.89	$91.89	TBD
Basketball Hoops	$7.15	$7.15	TBD
Standards and Nets	$11.23	$11.23	TBD
Goals	$7.15	$7.15	TBD
Fees per permit			
Processing Fee	$60.96	$60.96	TBD
Insurance	Quote provided by OSBIE		*
Basketball Hoops (over 20 uses)	$75.32	$75.32	TBD
Standards and Nets (over 20 uses)	$97.90	$97.90	TBD
Goals (over 20 uses)	$112.98	$112.98	TBD

Notes:

- Rates noted above are per hour.
- Fees and rates are subject to HST.
- For Classification G, all fees are negotiated.
- *Organization must provide proof of insurance.

Schedule D – School Breaks

ALL NON-PROFIT SCHOOL BREAK PROGRAMS

Exclusive use of space during school breaks	
Classroom/Portable/Library	$30.31 per day
Gymnasium – elementary	$60.25 per day
Gymnasium (single) – secondary	$60.25 per day
Gymnasium (double) – secondary	$97.90 per day
Gymnasium (triple) – secondary	$120.52 per day
Cafeteria - excluding kitchen	$60.25 per day

ALL PROFIT SCHOOL BREAK PROGRAMS

Exclusive use of space during school breaks	
Classroom/Portable/Library	$45.19 per day
Gymnasium – elementary	$90.38 per day
Gymnasium (single) – secondary	$90.38 per day
Gymnasium (double) – secondary	$146.88 per day
Gymnasium (triple) – secondary	$180.76 per day
Cafeteria - excluding kitchen	$90.38 per day

Notes:

- Processing fee for all school break permits is $60.96 per permit.
- Custodial overtime fees may be applicable during the school breaks as custodial hours of work may vary.
- Parking fees per booking may apply.