

DISTRICT SCHOOL BOARD ONTARIO NORTH EAST POLICY MANUAL

SECTION 3.1: FINANCE	Policy Code 3.1.3 Page 1 of 2						
TITLE: COMMUNITY USE OF SCHOOL FACILITIES	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">REGULATIONS</td> <td style="text-align: right;">YES</td> </tr> <tr> <td>PROCEDURES</td> <td style="text-align: right;">YES</td> </tr> <tr> <td>MANUAL</td> <td style="text-align: right;">NO</td> </tr> </table>	REGULATIONS	YES	PROCEDURES	YES	MANUAL	NO
REGULATIONS	YES						
PROCEDURES	YES						
MANUAL	NO						

POLICY STATEMENT

WHEREAS, the Board endorses the creative use of leisure time for educational, cultural and recreational activities within its schools; and,

WHEREAS, school buildings are the property of the taxpayers of the community and District School Board Ontario North East and are there to be used to their maximum by the students and the community at large.

BE IT THEREFORE RESOLVED:

That District School Board Ontario North East encourages the use of its facilities by the community in keeping with the Ministry of Education's Community Use of Schools Program Principles, as follows:

- a) School day, extra-curricular, and parent involvement activities organized or administered by the School or School Board have priority use of school space during and after regular school hours.
- b) Schools are the hubs of their communities and offer an effective use of taxpayers investment in providing citizens with a place to come together and build strong, healthy communities.
- c) The Community Use of Schools Program supports a positive climate for and promotes healthy, active lifestyles for community youth.
- d) Fair and equal access to affordable rates by parent groups, community organizations and other citizens during non-school hours.
- e) Respect for roles and responsibilities of program stakeholder partners.
- f) Not-for-profit organizations to be charged affordable rates where feasible.

1st READING:	October 17, 2000	Motion #	718-00
2nd READING:	February 6, 2001	Motion #	837-01
APPROVED:	March 6, 2001	Motion #	875-01
EFFECTIVE DATE:	March 6, 2001	Revised:	September 21, 2010

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ADMINISTRATIVE REGULATIONS

- 1.0 The Community Use of Schools Outreach Coordinator will manage the permit process ensuring written agreements (including acceptance of Regulations and Conditions for Use of Schools) and insurance are in place before approving the Agreement.
- 2.0 The School Principal may accept or reject applications during the three days subsequent to receipt of the application.
- 3.0 The schedule of User Fees for the different categories of community activities for use of school facilities shall be updated annually as approved by the Board through the budget process, with the new schedule taking effect the following September. The Board shall retain approval authority for fees included in individual written agreements (such fees may vary depending on the scope of the agreement).
- 4.0 The School Board will not subsidize any community group activities with funds provided by the province for the education of the Board's pupils.
- 5.0 A Custodian or Board staff member must be present in the building during any school community use to open, lock-up, monitor users to ensure Board Policies are followed, implement emergency procedures should they be required, and report any misuse of Board facilities. No keys or key codes are to be given-out to any community groups, to ensure the safety of our students and school equipment. Groups or organizations must be willing to take responsibility for any damage which might occur during such use and willing to pay for any additional costs incurred as a result of its use.

EFFECTIVE DATE: *March 6, 2001*

Revised: **September 21, 2010**

Community Use of School Facilities Policy

OPERATIONAL PROCEDURES



DISTRICT SCHOOL BOARD ONTARIO NORTH EAST

OPERATIONAL PROCEDURES

1.0 SCOPE

- 1.1 This procedure applies to all community use of school facilities from the application process through to the successful completion of the scheduled event(s), invoicing and collections
- 1.2 The Board of Trustees Community Use of School Facilities Policy 3.1.3 is an integral part of this procedure and the Policy supersedes this procedure should there be any differences between them.

2.0 DEFINITIONS

- 2.1 Facilities include classrooms, auditoriums, gymnasiums, cafeterias, cafeteriums, and outside recreation areas depending on the School.
- 2.2 Ebase is the web based software used to manage the Community Use Program.
- 2.3 A community group is defined as any group or organization operated by volunteers whose primary purpose is to provide recreational, educational, religious, health and cultural services or activities to the community as a whole and does not operate as a business venture with the primary purpose of producing a monetary profit or for the financial benefit of its officers, directors or organizers.
- 2.4 A school year is September 1st to June 30th.

3.0 APPROVAL AUTHORITY

- 3.1 The Board of Trustees approves the User Fee Schedule through the annual budget process.
- 3.2 Principals are responsible for community use within their school. They have the authority to decline applications if they so choose.
- 3.3 The Community Use of Schools Outreach Coordinator is responsible to ensure the effectiveness and efficiency of the Community Use Program including ensuring the satisfaction of community user groups, meeting Ministry of Education program requirements, and approval and processing of agreements that have not been declined by the Principal.

4.0 RESPONSIBILITY

- 4.1 The Community Use of Schools Outreach Coordinator is responsible to ensure effectiveness of the Community Use of Schools Program within the District. This includes liaising with stakeholders to build program consistency and effectiveness, ensuring that all approved permits meet the rental requirements indicated in section 6.2 of this Procedure, ensuring the satisfaction of community user groups, and meeting Ministry of Education program requirements,
- 4.2 The Building Services Manager is required to input into the Ebase Community Calendar, dates and times the facilities will be unavailable due to maintenance or repair projects for the coming school year by June 30th. This information must be updated during the year if unplanned maintenance or repair projects are required.

- 4.3 The Principal is responsible for organizing the necessary resources to meet the needs of the Community Users. They are required to input into the Ebase Community Calendar, dates and times the facilities will be used by the school and school groups for the coming year by June 30th.
- 4.4 The Principals and the Building Services Manager (or representatives thereof) are required to log-into the Ebase Community Use system frequently to update facilities availability in the calendar, so as not to cause conflicts with community groups.
- 4.5 Head/Chief Custodians are expected to log-in to the online Community Use system frequently to view the calendars pertaining to their particular school.

5.0 FACILITIES AVAILABILITY

- 5.1 Schools and School Groups have exclusive use of their facilities on school days from 8:00am until 6:00pm Monday through Friday, and take priority over other user groups outside school hours. School groups include the following (but not restricted to):
- School Council and subcommittee activities and events (dances etc.),
 - School co-instructional and extra-curricular activities (ie school sporting activities),
 - parent council meetings,
 - School related functions such as retirements and reunions,
 - Graduation ceremonies
 - Trustee forums and meetings
- 5.2 Facilities are available for community use rentals from September through June excluding Christmas, March Break, Statutory Holidays, Professional Activity (PA Days) and Summer Break (special approval may be granted for excluded times).
- 5.3 Available hours from Monday to Friday are 6:00 p.m. to 10:00 p.m., and from 8:00 a.m. to 10:00 p.m. on Saturdays and Sundays.

6.0 ADMINISTRATION OF RENTAL CONTRACTS

6.1 RENTAL APPLICATIONS

- 6.1.1 Community Groups must complete an online application to use school facilities in Ebase – our web based Community Use of School Facilities Program (refer to the Ebase Public User Guide V1). Applications should be submitted at least 3 weeks prior to the activity. Allow 5 weeks for processing if your community group has not rented facilities from us in the past.
- 6.1.2 Refer to the Community User Group Classes and Rate Schedule in Appendix A to determine what rate(s) to use.
- 6.1.3 Community Use permits will be accepted throughout the summer for the coming school year, however approval will be delayed until after September 1st, when the Principals are in place for all schools.
- 6.1.4 Permits are valid for the current school year only. Applications must be made on a yearly basis.
- 6.1.5 Permits are cancelled when schools have been closed during the day due to inclement weather, or for any other reason beyond the control of the school board. Notice of cancellation will be provided as quickly as possible in this situation.

6.2 RENTAL REQUIREMENTS

- 6.2.1 Applicants must be 21 years of age or older to obtain a permit.
- 6.2.2 Applicants must agree to abide by the Regulations and Conditions for Use of Schools (see Appendix B).
- 6.2.3 All community groups must submit proof of insurance naming the District School Board Ontario North East as the co-insured for a minimum of \$5,000,000. Permit requests that involve unusual activities may require higher insurance.

Where there is ongoing, continuous use, the insurance will contain a clause that it will not be cancelled or changed without the Board first having received not less than 30 days written notice of such a cancellation or change.

Proof of insurance must be faxed to the attention of the Community Use of Schools Outreach Coordinator at (705) 268-7100 or emailed to communityuseofschools@dsb1.edu.on.ca.

Insurance can be purchased through OSBIE (see information about the Facility User Group Insurance Program) at an additional charge as indicated in the Facility User Group Rating Schedule.

6.3 CONTRACT ALTERATIONS, CANCELATIONS, & NO SHOWS

- 6.3.1 Contract alterations should be requested as soon as possible to ensure availability of facilities and equipment.
- 6.3.2 A permit holder may cancel a rental without cost provided that a written communication (email is acceptable) is provided to the Principal of the school or the Community Use of Schools Outreach Coordinator at least five business days prior to the event. If adequate notice is not provided the rental and other incurred costs may be charged. If a rental is cancelled due to weather there will be no charges.
- 6.3.3 If a Community Group doesn't utilize the rented space and there was no notice of cancellation provided the rental and other incurred costs may be charged.

7.0 INVOICING AND PAYMENT

- 7.1 Invoices will be prepared at the beginning of each month for the previous month's rentals. HST will be charged on all rentals. Invoices will be due 30 days from the invoice date.
- 7.2 Payments are to be made by cheque (include details of the invoice(s) that the payment applies to) made payable to District School Board Ontario North East.
- 7.3 Based on the fees structure, the Board shall reimburse the school 10% of the use of facility fee.

8.0 QUESTIONS, CONCERNS OR COMPLAINTS

- 8.1 Questions, concerns or complaints should be directed to the Community Use of Schools Outreach Coordinator.

9.0 ASSOCIATED DOCUMENTS

- 9.1 Ebase Public User Guide Version 1.0
- 9.2 Ebase Principal User Guide (See DocuShare)
- 9.3 Ebase Custodian User Guide (See DocuShare)

10.0 RECORDS RETENTION

Refer to Board Records Retention Policy 1.2.19

11.0 REVISION HISTORY

Sept 1, 2010 Initial Release

APPENDIX A:

COMMUNITY USE GROUP CLASSIFICATIONS AND FEE SCHEDULE

COMMUNITY USE GROUP CLASSIFICATIONS

Class A: School and Board Planned Activities

Note: This is the only community use classification covered under the DSBONE's insurance

- school council and subcommittee activities and events (eg. school dances)
- School co-instructional and extra-curricular activities (ie. school sporting activities),
- parent council meetings,
- School related functions such as reunions,
- Graduation ceremonies
- Trustee forums and meetings

Class B: Not-for-Profit Youth-Related Groups

- Activities run by local not-for-profit youth groups.
- Groups directly involved with children and youth (Scouts/Guides, YMCA, and other youth groups where the participants are under 18),
- Not-for-profit childcare operations (Before and After school childcare),
- Other not-for profit groups such as local service clubs, community health associations, senior groups, church groups (occasional use).
- Town of Englehart – a special fee schedule exists for the recreational facility at Englehart High School as it was a joint venture.

Class C: Not-for-profit Other Groups

- Not for profit groups providing community services free of charge and staffed strictly on a volunteer basis i.e. adult recreational use,
- Church groups regular use.

Class D: Commercial/Business Use

- *leisure businesses* (dancercise, fitness classes, dance rehearsals/recitals, karate lessons, piano lessons),
- business meetings/courses,
- driving schools,
- carnivals,
- commercial entertainment (concerts, shows, plays),
- political groups,

COMMUNITY USE FEE SCHEDULE

**Notes: Class A – School Groups are not subject to community use fees
HST will be charged on all rental fees**

	Class B	Class C	Class D
<u>Facilities</u>			
Gymnasium-Single	No charge	No charge	\$10/hr to max of \$50/day
Gymnasium-Double	No charge	No charge	\$20/hr to max of \$100/day
Classroom, Library	No charge	No charge	\$10/hr to max of \$50/day
Cafeteria (no kitchen)	No charge	No charge	\$10/hr to max of \$50/day
Cafetorium	No charge	No charge	\$10/hr to max of \$50/day
Auditorium/TH&VS (includes use of PA System, lighting and sound)	No charge	No charge	\$25/hr to max of \$100 per day
Auditorium/IFSS	No charge	No charge	\$10/hr
Auditorium/KDHS	No charge	No charge	\$10/hr
Auditorium KLDC	No charge	No Charge	\$10/hr
Athletic Fields	No charge	No charge	No charge
<u>Services</u>			
Custodial Rate Casual	\$23.00 + HST/hr	\$23.00 + HST/hr	\$23.00 + HST/hr
Custodial Rate Permanent	\$29.00 + HST/hr	\$29.00 + HST/hr	\$29.00 + HST/hr
Custodial Rate Permanent (after hours)	\$40.00 + HST/hr	\$40.00 + HST/hr	\$40.00 + HST/hr
A/V Technician (hourly rate)	\$47.00 + HST/hr	\$47.00 + HST/hr	\$47.00 + HST/hr
A/V Tech (ot, weekend, holidays)	\$63.00 + HST/hr	\$63.00 + HST/hr	\$63.00 + HST/hr
Security Guard (TH&VS)	\$20.00 + HST/hr	\$20.00 + HST/hr	\$20.00 + HST/hr
Community Use Student	\$12.00 + HST/hr	\$12.00 + HST/hr	\$12.00 + HST/hr

Note: This list is not exhaustive. Requests of usage of any facility or equipment that is not listed above will be determined at the time of application.

APPENDIX B: REGULATIONS AND CONDITIONS FOR USE OF SCHOOLS

1. Permits are not transferrable. Assignment or subletting of the permitted premises to a third party is prohibited and is grounds for immediate permit cancellation.
2. Permit holders must have a copy of the approved permit at each event. Entrance to the school facilities may be delayed pending verification by a Board representative.
3. The applicant shall be responsible for the enforcement of the regulations listed herein both in respect to members and guests of the applicant and by members of the public attending functions conducted by the community group.
4. A Board employee, familiar with emergency and security procedures, must be onsite for all activities taking place inside the building. The employee is on duty for the care and protection of school property, not as a supervisor of an activity in progress.
5. The facility must be left in the condition it was found. This includes cleaning and removing garbage from the land and building.
6. Emergency, Safety and Security:
 - The Community Group is responsible for monitoring the door/gate for their events. Doors must not be propped open.
 - Fire code standards must be met including seating capacity meeting the Fire Departments limit, no obstructions are to be placed in corridors or in front of fire exits, and all scenery/special effects/props etc must meet fire code safety standards, and in the event of fire the fire alarm must be activated and all attendees evacuated from the building.
 - The use of pyrotechnics, dry ice, smoke machines, or equipment producing similar effects requires special approval.
 - Costs relating to improper use of fire and security alarms will be charged to the permit holder
7. The applicant will be responsible for any and all damage or unusual “wear and tear” to school property arising out of use under this permit. Should Board property be damaged, the group will be charged for the repair of the damage.
8. No smoking will be allowed on school premises (building or property). The **Smoke-Free Ontario Act** states that smoking or holding lit tobacco is not allowed anywhere on District School Board Ontario North East property by anyone at any time. The minimum fine is \$305. An exception may be made to accommodate the ritual of “Smudging” as part of a First Nations Activity.
9. No alcoholic beverages (except by Special Permission from the Board) or illegal substances will be allowed or consumed on school premises
10. Permits requiring alcoholic beverages on school premises for special functions must receive special permission and obtain the necessary licenses and insurance.

11. In the event that the premises are not being used properly, or because of improper conduct, the principal after endeavouring to gain the co-operation of the group, may terminate the arrangements
12. Games of chance or gambling in any form are not permitted except legally licensed lotteries approved by the Board.
13. The times for use of the facility are limited to the hours of use approved on the permit. Use beyond the approved rental period may result in additional charges.
14. The areas of use are restricted to those approved on the permit. All other parts of the building, except the associated corridors and washrooms, are out of bounds.
15. No equipment shall be moved or operated unless applied for and approved on the permit.
16. Groups using the gymnasium for athletic activities must wear proper footwear that will neither mark nor damage gymnasium floors.
17. Nuts and nut products, shellfish and latex (balloons) are common allergens and pose a significant health risk to some of our students and community members. Please avoid bringing these materials into our schools.
18. The applicant will show proof of insurance naming District School Board Ontario North East as the co-insured for a minimum of \$5,000,000 for events.19. The applicant will protect, indemnify and save harmless the District School Board Ontario North East, its servants or agents, from all claims for damages that may arise out of the use of buildings or equipment by the applicant. The lessee will assume responsibility for damage, infringement or royalty rights, charges of slander, sedition and subversion which may occur as a result of public performances or speeches.
20. The Board reserves the right to cancel any permit for the use of schools at any time.