



SECTION:	Facilities Development	APPROVAL DATE:
SUBSECTION:	Facilities Management	June 23, 1997
POLICY NAME:	Community Use of Schools	LAST REVISED:
POLICY NUMBER:	R.FD.E.5	August 22, 2011

1. FACILITY USE CATEGORIES

Category 1 – Board School Sponsored Activities

- a) Activities or programs sponsored by organizations, groups or individuals within the school system that are an extension of the school program including Board sponsored activities such as International Languages, and Religious Education Courses (OECTA), Meet the Trustees Nights (for election purposes).

Category 2 - Parish, Reciprocal, Identified Student Programs

- a) Activities involving a Parish which has a Facility Use Agreement in place with the Wellington Catholic District School Board (current agreements exist at St. John Catholic, St. Joseph Catholic and Sacred Heart Catholic Schools in Guelph as well as St. Mary Catholic School, Mount Forest, St. Joseph Catholic School Fergus; will be considered as a Parish Use Agreement for the purposes of this policy.)
- b) A parish activity shall be defined as any activity sponsored by the pastor, parish council and/or by a recognized parish association with the approval of the pastor and operated for the benefit of the parish. It also includes Parish sponsored activities when Facility Use Agreements do not exist.
- c) Activities involving youth groups and student programs that are organized and identified by the Board include the following organizations:
Activities organized and identified by the Board for student programs include:
- Brownies, Girl Guides, Scouts, Pathfinders, Cubs, Sparts, etc.
 - Special Olympics Basketball
 - Junior Achievement of Guelph
 - City of Guelph Neighbourhood Groups
 - St. Joseph Health Care Foundation
 - Parent Council meetings

Category 3 - Sports Activity – Not for Profit and Under 18

- a) Sports activities or programs sponsored by registered charitable and non-profit organizations. Proof of their registered status is required.
- b) Sports activities provided by community organizations for students under the age of 18 where the instructor receives no compensation for his/her duties.
- c) A limit of 10 permits will be issued per group/organization per year. Any permits required beyond this limit must be approved by the Community Use Co-ordinator and only if there is no existing waiting list.

Category 4 –Adult Community Activities

- a) Activities of a private nature sponsored by community residents for non-profit purposes where a nominal fee is imposed on the participants.
- b) Athletic activities provided for community members over the age of 18 years.
- c) Political groups representing registered parties in Canada and/or municipal groups represented by elected officials.
- d) A limit of 10 permits will be issued per group/organization per year. Any permits required beyond the limited must be approved by the Co-ordinator and only if there is no existing waiting list.

Category 5 – Private Athletic/Social Activities

- a) Activities sponsored for profit by individuals or organizations for private gain.
- b) Any individual, organization, or commercial enterprise from outside Wellington County.

Category 6 – Outdoor Facilities

Soccer/Baseball and All Weather Running Tracks

Category 7 – School Sanctioned Student Programs

School sanctioned student programs where a fee is charged on a per pupil basis to the student/school by private individuals and/or organizations.

Example:

- Mad Science
- First Light Theatre or Other Dance Groups
- Music Lessons – Private
- Fitness Programs

Category 8 – Westminster Woods

St. Paul Catholic School - Community Room

This is for the sole use of residents in the Westminster Woods sub-division. You must reside within this area to be eligible per the Development Use Agreement dated May 2003. All requests for use must fall within the not for profit category. Fees will be applied to all profit groups eligible to use this facility.

2. PROCEDURES FOR APPLYING

2.1 The Wellington Catholic District School Board has a tiered approval system through the online community program. When a community group submits a new permit request, the permit will first go to the community outreach coordinator (CUOC) for an initial overview. Once the outreach coordinator has done an initial approval of the permit, it will be passed along to the Principal of the school for review. Both the principal and secretary will receive an email to notify them that a new permit is awaiting their approval. The principal will have 3 days to either “Support” or “Not-Support” a permit. In the event that the principal does not support a permit, the CUOC will be notified. If the principal supports a permit, it is passed back to the community outreach coordinator for final overview, additional cost application, and final approval.

2.2 Applications will only be approved if all information is completed and a valid credit card, police checks (where applicable) and insurance fees and or insurance certificate is available in the application request. The application must be made 10 days prior to the requested event.

- 2.3 Facility Users will be required to adhere to all rules and regulations regarding Community Use of Schools. Failure to do so could result in cancellation of a permit. Users are responsible for all damages incurred while under the community use permit.

3. CONDITIONS OF USE

Responsibility of Applicant

- 3.1 The Board will NOT be responsible for personal injury or damage, or for the loss or theft of clothing and equipment, of anyone attending on the invitation of the applicant, and this disclaimer also applies to the use of parking lots. The user agrees to indemnify and save harmless the Board from any action or claim being brought against it as a result of the use of the school facilities by the user. Applicants are advised that they must provide proof of proper liability insurance as they will not be covered under the Board's policy.

The applicant will provide liability insurance in the amount of \$2 million dollars naming the Wellington Catholic District School Board as an additional insured on the policy. The applicant may purchase insurance from the Board (see Community Use Group Insurance rating schedule).

- 3.2 Any damage to the grounds, shrubbery, building and/or its equipment must be repaired or replaced at the user's expense. Facilities used by the applicant will be examined by the principal after use and the applicant agrees to make good promptly any loss or damage.
- 3.3 The applicant shall be responsible for the conduct and supervision of all persons admitted to the school buildings and grounds on the invitation of the applicant and must agree to abide by all regulations of the Board. The applicant is held responsible for the preservation of order. **Unseemly conduct may result in immediate cancellation of a permit and may result in rejection of future requests.**
- 3.4 It shall be the responsibility of the applicant to ensure that all persons admitted to the function have vacated the school buildings and grounds promptly by the time specified on the permit.
- 3.5 The Community Use Co-ordinator and Supervisor of Custodial Services will ensure that staffing is on site during all community use events and fees may be applied to the user (refer to the Board's online website for applicable fees).
- 3.6 Classroom furniture, gym equipment and stage equipment, i.e. lighting, drapery, etc., which has been re-arranged by the applicant, must be returned to its original position prior to vacating the premises.

Restrictions and Limitations

- 3.7 Due to the annual maintenance of schools and vacation of staff, the indoor use of facilities during Christmas, Winter, Summer Break, Board holidays, P.D. Days and inclement weather when schools are closed will not be permitted to any groups.
- 3.8 FACILITIES ARE NOT TO BE USED PAST 10 P.M. AND THE BUILDING MUST BE VACATED BY 10:30 P.M. Approval may be granted by the Board for special events.
- 3.9 Exits must be kept free from all obstructions. There will be no concession stands set up for sale of items without prior approval of the Board. The Community Use Co-ordinator must be notified of all Fundraising events by groups as well as their intended purpose before approval is given.

- 3.10 If a school gymnasium is used by agreement for a sports athletic event, the user must agree and ensure that everyone using the gym shall wear appropriate footwear. ABSOLUTELY NO STREET WEAR IS ACCEPTABLE.
- 3.11 No school equipment of any kind will be made available to any group without prior consent of the Board and principal or designate. A nominal fee may be charged by the school for equipment use. Please refer to the procedure regarding use of equipment for the Theatre Arts Room for Theatre Groups, Dance Recitals as well as other requests from other organizations. The applicable rates will be applied for use and operation of all equipment and will be added to the permit. Public address system and special stage lighting must be operated by a qualified Board employee at all times.
- 3.12 The number attending an activity in a school facility must NOT exceed the maximum occupancy for the space.
- 3.13 SMOKING IS RESTRICTED ACCORDING TO BOARD POLICY – NO SMOKING ON BOARD PROPERTIES. No smoking will be permitted in Board buildings, vehicles or on Board property under Section 9(1) of the Smoke Free Ontario Act. Groups using school property are asked to remind those participating that legislation requiring no smoking on school property applies to all indoor and outdoor areas, including in vehicles on school property or in school parking lots, at all times. The principal will ensure that “NO SMOKING” signs are prominently displayed in areas that are normally used by the public. Any group that contravenes the policy of a Smoke-Free Environment may have their School Use Permit Rescinded.
- 3.14 **There shall be no alcoholic beverages** distributed or consumed at any school or on the grounds of any school unless that facility has been approved for such use within this Regulation. The sale and distribution of alcoholic beverages will only be permitted if an applicable Parish Use Agreement is in place and the appropriate Parish Committee is prepared to take complete responsibility including obtaining an LCBO permit, purchasing appropriate party alcohol insurance and providing bartenders and hall supervisors who will assume supervisory responsibilities normally undertaken by the facility owner.
- School facilities which are approved for the sale and distribution of alcoholic beverages for Parish sponsored activities only include Sacred Heart Catholic School, Guelph, and St. John Catholic School, Guelph.
- 3.15 No utterance, portrayal of an obscene or disloyal nature will be permitted on Board Property.
- 3.16 Board policy does not permit solicitation or advertsing of products, business or other services in schools or on school board property.
- 3.17 The rental of a school facility will be for a maximum period of one school year only. Facilities must be re-booked on an annual basis by the applicant. For week-end bookings the Community Use Co-ordinator may determine the school to be used.
- 3.18 Criminal Checks as well as liability insurance naming the Board as an additional insured in the amount of \$2M must be provided and forwarded to the Board for all adult supervisors if the permit has been issued during regular school hours (Monday to Friday) between 8 a.m. – 5 6 p.m. (This applies to Mad Science, Music Lessons, Theatre Groups, Fitness Programs, etc.).

Cancellation of a Permit

- 3.19 If after approval, the applicant cancels the event, the applicant is required to send a request through the online system, at that time the community use co-ordinator may cancel the specific date of the original permit provided that the date has not already passed. If so, there will be no credit issued unless the cancellation has been made due to inclement weather or that the school/board/parish requires the use of the facility. In the event that the user requires additional dates, they will be required to request these dates under a separate request and will be billed accordingly.

For Inclement weather cancellations refer to Magic 106.1 for announcements, the Board's website at www.wellingtoncdsb.ca. An e-mail message will also be forwarded to all current users via the online system advising of the cancellations.

- 3.20 The Board reserves the right to revoke a permit at any time. The Board, School and Parish have first rights to all facilities and can alter an existing user's permit.
- 3.21 The Board must comply with the terms and conditions under the Election Act for use of the facilities by Federal, Provincial and Municipal governments that override all other users.

4. INVENTORY OF SCHOOLS AND PERMITTED USES

- 4.1 An *Inventory of Schools and Permitted Uses* will be available for access by WCDSB school office staff under the Community Use Software program.
- 4.2 The *Inventory of Schools and Permitted Uses* may be amended by the Corporate Services Department as operating conditions, etc., dictate.

5. FEE SCHEDULE

General

- 5.1 Each year the established fee schedule will be adjusted to reflect the annual rate of inflation and other such costs (e.g. heating, lighting etc.) as appropriate.
- 5.2 Non-residents of Wellington County may use the facilities but will be placed in Category V.

Administration Charge

- 5.3 An administration charge will be applied against each permit where applicable.
- 5.4 Any changes to the approved permit will result in an additional administration charge.
- 5.5 Administrative charges as well as custodial fees for events that have elapsed are non-refundable.

Fee Schedule With Rental Rates

- 5.6 The fee structure is available through the online community use software program or by visiting www.wellingtoncdsb.ca, community use of schools. All fees will be reviewed annually by the Corporate Services Department.

- 5.7 The appropriate fee is the one established for the academic year when the facility is being requested not necessarily the fee in place when the application is made.

Equipment Use and Caretaking Services

- 5.8 Charges for equipment use and caretaking services, if required, will be imposed on all categories, regardless of rental fee.
- 5.9 Caretaking services will be calculated using the prevailing rate according to the union agreement. The charges to the user are as outlined in the online booking system or on the WCDSB website under Community Use of Schools.

Damage Deposits

- 5.10 Damage deposits will be required for specific activities