



Northeastern Catholic District School Board

COMMUNITY USE OF SCHOOLS

Administrative Procedure Number APC03

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to making its school facilities and properties available, whenever possible, to existing organizations such as school, recreational committees, municipal councils and citizen groups. NCDSB strives to have its facilities used to engage in recreational and cultural activities to give maximum service to ratepayers.

REFERENCES

NCDSB Policy
C-3 Community Use of Schools

DEFINITIONS

Facilities

Includes classrooms, auditoriums, gymnasiums, cafeterias, general purpose space and outside recreation areas such as fields and parking lots.

Cost Recovery

The basis for the degree to which the operational and maintenance costs of providing space are financially supported by the operating budget.

Subsidy

The basis for the degree to which operational and maintenance costs of providing space are financially supported by designated funding sources such as, but not limited to, a Ministry of Education grant.

Insurance

Board insurance policy

The general liability insurance available to the normal operations of the Board and does not include activities not approved by the Board or use by Community Use of Schools permit holders.

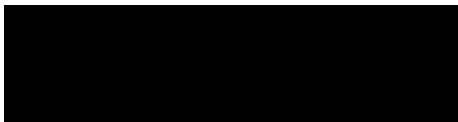
Additional Service Charges (insurance)

If a nonprofit entity cannot produce proof of insurance, a Community Use of Schools permit applicant may be eligible for insurance under the Ontario School Board Insurance Exchange Facility User Group Program.

Participants

For the purposes of reporting data and measuring traffic within a school property, the definition of 'Participants' shall include:

- i) Active participants: Individuals who engage in an activity with others or to improve their personal development;
- ii) Individuals who volunteer their time and expertise (for example, as a coach, a driver, an official or a fundraiser); and
- iii) Attendees: Individuals who attend events to observe or accompany active participants (e.g. parents, children, guardians, spectators, etc.)



3.0 APPLICATION PROCESS

3.1 Availability

3.1.1 Community Use hours are 4:30pm to 11:00pm weekdays and 7:00am to 11:00pm Saturdays, Sundays, Professional Development Days, March Break, Christmas Holidays and Summer Holidays.

3.1.2 Some space types are not necessarily available for community use in all of the Board's schools.

3.1.3 School Board facilities may be used for any function, except those not deemed to be acceptable by the Board or the Principal. Except for use as Polling Stations during elections, schools shall not be used for partisan political events, except those approved by the Board of Trustees. The Northeastern Catholic District School Board shall make available facilities and premises for any educational or lawful purpose, consistent with policies of the Board and appropriate to the time of request.

3.2 Application for the use of Board owned facilities must be made on the approved application form and/ or online permitting system a copy forwarded to the Manager of Plant and Maintenance and the Community Relations Officer. In special circumstances, the Director of Education shall receive approval.

3.3 Organizations using Board owned facilities must accept responsibility for loss or damage to Board property or equipment, including security code violations which may incur costs to the Board.

3.4 Organizations using NCDSB facilities on a regular basis (daily, weekly, monthly) may be issued a key by an authorized official of the Board. A refundable deposit will be required. See Community Use of Schools Key Deposit Form (PC00A).

3.5 Principals shall promptly report any abuse of property or equipment to the Manager of Plant and Maintenance and the Community Relations Officer.

3.6 All school programs or educational activities shall have priority for the use of facilities.

3.7 When custodial services are required by parish and/or community organization the organization shall be responsible for making the necessary arrangements with the local custodian, through the Manager of Plant and Maintenance or the School

- 10.8.3 Principal reviews and approves or cancels CUS permit.
- 10.8.4 If approved, Principal has waiver forms that each user of the weight room/mezzanine area must complete before utilizing. See Use of School Weight Room Waiver and Release (APC000).
- 10.8.5 Copies of the waiver forms will be retained at OHS school, with a copy be provided to the CUS Coordinator (located at Board office). If additional users under a permit join in, they must first complete a waiver before weight room use and supply the waiver to the school.
- 10.8.6 Any user of the weight room under the age of 18 must have the waiver signed by their parent or guardian before any weight room use it to take place.
- 10.8.7 Review and observe all appropriate Weight room safety and fitness instructions and information. See Weight Room / Fitness Safety (APC000).

12.0 CUSTODIAL SERVICES

- 12.1 Normally, the school shall be opened and closed by either the Principal, or designate, or the Caretaker. The designate shall be a responsible person over the age of 21 years.
- 12.2 Caretaking staff is on duty for the care and protection of school property and not as supervisors of an activity in progress.
- 12.3 Caretaker overtime will consist of a minimum three hours and commence one half hour prior to the permitted start time and end one half hour after the permitted end time. If the permit time is longer than three hours then an hourly fee applies (APC000 Community Use of School Schedule of Fees).
- 12.4 A Caretaker is required to be on site for all activities with 100 or more participants.

13.0 CARE AND CONTROL

- 13.1 The permit holder using the premises shall be responsible for reimbursement of costs to repair any damage caused by its use to the building, grounds or equipment or lost or stolen items. The Board will seek full restitution for any theft/loss and/or damage done to its buildings, equipment or grounds by the rental group/organization.
- 13.2 If police supervision, security guards or fire marshals are required, they will be recruited and paid for directly by the permit holder.
- 13.3 In the event that a school alarm is triggered, any charges resulting from police call outs, along with custodian call outs will be the responsibility of the permit holder. If

