

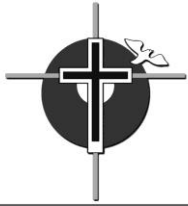
1. Purpose

To allow the school communities access to school facilities at little or no additional cost to the Board. The use of the Board's facilities shall not prejudice the regular or extracurricular programs of the school, either during or outside of school hours.

2. Regulations

The Board encourages the use of school facilities by the community, subject to the following conditions:

- a) School day activities, extra-curricular activities, on-site licensed childcare programs and parent involvement activities organized or administered by the school or school board have priority use of school space during and after regular hours.
- b) The Board reserves the right to cancel any rental permit if the conditions and responsibilities are not complied with.
- c) Subject to the Tobacco Control Act, smoking is prohibited within the school buildings and on school property.
- d) Activities involving the sale or consumption of alcohol are not permitted unless approved by the Director of Education or designate.
- e) Activities involving fireworks or other pyrotechnical devices are not permitted.
- f) Activities involving the discharge of use of weapons, such as guns, archery, crossbows and knives, are not permitted.
- g) Activities will be cancelled when school bus transportation is cancelled due to inclement weather and when a required custodian is ill and no replacement is available.
- h) For Activities that require overnight sleeping accommodations, the superintendent responsible for Community Use must also approve the permit to ensure that appropriate regulations and guidelines are followed.
- i) No permit shall be issued to anyone under 18 years of age.
- j) Reciprocal agreements must be approved by the Superintendent of Business on a school-by-school basis.
- k) There shall be no modification or addition to the school electrical wiring or any school fixtures.
- l) A permit is non-transferable and is not valid unless signed by the authorized official of the School Board.



2.1 Permit Terms

- a) The general term of yearly permits (excluding Rate Group A, A.1 and B.1) shall be from mid-September to mid-June from 6am to start of school and end of school to 11pm with the exception of the following days when there is NO community use of space:

Board Recognized Holidays – Thanksgiving, Christmas Break, Family Day and Easter March Break
Professional Development days

Special requests for use of space (such as before 6am and after 11pm) will be on a school by school basis.

- b) During the summer months, when school buildings will be closed for necessary repairs and cleaning, community use will be approved on a school by school basis. Permits will be from 6am to 3pm. No community use (excluding Rate Group A, A.1 and B.1) shall be approved during the Friday shutdown days.

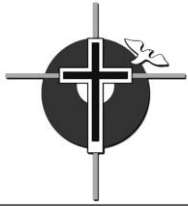
Special requests for use of space (such as summer camps, Friday shutdowns, and/ or permits after 3pm) will be approved on a school by school basis.

2.2 Permit Cancellations

- a) Automatic permit cancellations are in effect when:
- 1) School Buses are cancelled on instructional days Monday to Friday
 - 2) 10 to 15 cm or more of snow is forecast on Saturday or Sunday
 - 3) There is an emergency on site, including but not limited to loss of power, flooding, or the facility has been deemed unsafe by the Facility staff.
- b) When a permit cancellation is being considered for reasons other than the ones listed in 2.2a, a final decision, in the best interest of all stakeholders (permit users, staff, children etc) will be made by the Community Use Coordinator in cooperation with the Facilities managers/supervisors and a Superintendent.
- c) Insurance confirmation has not been provided/submitted to the Community Use Coordinator by the start date of the permit.

3. Insurance

- a) The Board shall not be responsible for personal injury, damage or loss of property.
- b) The permit holder shall be responsible for the conduct and supervision of all persons admitted to the School building.
- c) The permit holder must provide a certificate of insurance coverage containing a



minimum \$2 million in coverage and naming the Board as additional third party insured. The permit holder may purchase a Master Insurance Contract plan, such as “OSBIE,” which is available from the Community Use Coordinator.

- d) No permit will begin unless all insurance documents or fees for OSBIE insurance have been submitted to the Community Use Coordinator.
- e) Insurance purchased through the OSBIE insurance plan is not eligible for any fee exemptions.
- f) The permit holder accepts liability for all damages arising out of bodily injury sustained by persons under his/her charge and property damage done by persons under his/her charge or through the permit holder’s neglect.
- g) The permit holder waives all rights of action against the Board, and agrees to indemnify the Board from any actions or causes of actions against the Board taken by any person under his/her control.
- h) The permit holder will assist with ensuring that the entrance is clear of snow and when icy conditions are present, that the area is appropriately sanded and salted.
- i) The distribution of keys and the distribution of security codes are not permitted.
- j) In order to ensure adequate security for the Board’s facilities, a daily inspection is to be made before vacating the premises at the end of each session.

4. Rate Group Classification

All applicants and permit holders will fall under one of the following Rate Group Classifications: *(for detailed descriptions see Appendix A: Classification of Rate Groups)*

Group A-School/Board

Group A.1-Associated Parish

Group B.1-Licensed Childcare – on-site, lease programs

Group B.2-Licensed Childcare – no lease, not for profit

Group B.3-Licensed Childcare – no lease, for profit

Group C-Not For Profit/Charitable Organizations

Group D-Organized Youth Activities

Group E-Adult Recreation/Municipal Programs

Group F-Private/For Profit Groups

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5. Permit Application Process

- a) There are two types of applicants and permit holders (users): Internal and external.

Internal applicants and permit holders are CDSBEO school and Board employees that are requesting use of the facility for school and Board sponsored events.

All public requests, including CDSBEO staff that want to use the facility for personal, private or community use are considered external and subject to fees, if applicable, as defined by the Classification of Rate Groups Chart. (See Appendix A)

- b) The permit application must be completed online using the board's online reservation system. Paper copies of permits will not be accepted.
- c) Both internal and external users must complete a permit request in order to reserve facility space.
- d) Timelines for applicants completing and submitting the permit request is:

For external applicants: no less than 10 days before the start date of the event. Principals will approve permits no later than 7 days prior to the start date of the event and the Community Use Coordinator will provide final approval on or before 5 days prior to the start date of the event.

For internal applicants where regularly scheduled custodial services are available and the permit is for school or board purpose – on or before 72 hours before the start date of the scheduled event.

- e) New external applicants will be required to register online to create a profile in order to request a permit. Once an applicant has created a profile they will be provided, via email a confirmation of registration. Once a user has been confirmed as “active” all permit requests can be completed online. The electronic reservation system (eBase) link is located on the Board's website under Community Use of Schools or can be found at <https://cdsbeo.ebasefm.com/communityuse>



6. Responsibility

6.1 Principal Responsibility

- a) The School Principal must ensure that the regulations are followed and that at least one designate is appropriately trained in the access and use of the online community use reservation system at their respective schools.
- b) The principal must ensure that a permit is completed in full and appropriately approved on or before 7 days prior to the start date of the event.
- c) A custodian must be on duty during the time the building is in use by the permit holder.
- d) No storage space shall be granted to outside organizations, except with the permission of the Principal.
- e) The Principal must notify the Plant and Maintenance department if any damages have resulted for any use under a permit.
- f) The Principal must notify the Plant and Maintenance department by email if any changes occur to the approved scheduled use of facilities (ie. change in date, time).
- g) CDSBEO will invoice the permit holder when fees are required and any fees payable for community use or insurance coverage must be forwarded directly to the Accounts Receivable department of the CDSBEO. CDSBEO will return all fees for rental charges to the school. Schools must track all community use rental revenue in the Community Use category in SchoolCash.net software.
- h) All fees collected for custodial charges, insurance coverage and HST will be retained by CDSBEO and remitted to the appropriate party.

6.2 Applicant/Permit Holder Responsibility

- a) All individuals, groups and organizations must register and create an online profile in order to request a permit using the online reservation system (*see section 5*).
- b) All external applicants, must complete the permit in full on or before 10 days prior to the start date of the permit or there may be a delay of the start date. Internal applicants must submit a permit 72 hours on or before the start date for school related events where no additional custodial services are required. **All permits, including internal permits that require additional custodial services are required to submit a permit on or before 10 days prior to the start date of the event.**

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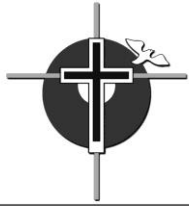
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- c) The permit holder shall confine the activities to the facilities granted in the permit and to associated corridor(s) and washroom(s). All other areas are *out of bounds*.
- d) Suitable footwear (soft-soled, non-marking shoes) must be worn in the gym.
- e) The application of powder, wax or any other preparation to floors for any purpose is prohibited. Any equipment used to play floor hockey must not damage the floor.
- f) School equipment shall not be used unless it is included on the permit and approved. Equipment brought to the school must be removed promptly.
- g) Payment for community use of schools facility rental is required for *Rate Groups B.3 to F* on issuance of an approved permit. Permit holders will be invoiced by the CDSBEO and payment is due upon receipt of invoice.
- h) Cheques must be made payable to the CDSBEO and monthly payment is required based on the following calculations:
 - Monthly Payment = Total Rental Fees Charged divided by the # of months**Insurance purchased through CDSBEO must be paid upon approval of permit
 - One-time permits are payable at the time of permit approval
- i) The permit holder is responsible for any and all damage to the property from or arising out of any use under a permit. The user organization must notify the Principal of such damage immediately. The Board will invoice the organization for the cost of repairs due to the damages.
- j) Notification must be given to the school no less than 72 hours to request a change in the approved scheduled use of facilities (i.e. change in date, time). The user must initiate the change through the on-line booking system and must also contact the school principal directly by telephone or email to have the change approved. A no-show fee will be applied after the second no-show incident in a school year (*see Section 8.3*).
- k) The permit holder must ensure that appropriate adult supervision is provided. The custodian must not be used to assist with supervision.
- l) Facilities must be left in the same condition as they were before the occupancy. Any additional custodial costs incurred to return the facility to its original condition will be borne by the permit holder.
- m) Permit holders must ensure that all insurance documents are up to date. Permits will be cancelled for inadequate insurance coverage.



6.3 Board Administration Responsibility

- a) Any recovery of extra custodial costs or damages will be credited back to the Plant Operations budget.
- b) Community Use rental revenue HST @ 13% will be remitted to CRA.
- c) Premiums received for OSBIE Insurance coverage will be remitted to OSBIE for invoicing.
- d) Rental fees will be returned to the school.
- e) The Community Use Coordinator will manage the database information and ensure that it is kept up to date and current.
- f) The Community Use Coordinator, in cooperation with the school Principal will ensure a designate at each school is appropriately trained in accessing and using the online community use reservation system.

7. Rate Group Fees (See Appendix A: Classification of Rate Groups)

7.1 Group A. and A.1 – Full fee exemption:

Group A and A.1 – School/Board/Associated Parishes - Any organization which provides a direct service to students of the school or the school community will be exempt from fees for use of the schools facilities and have first consideration for use of facilities. No fees will be applicable to individuals, groups or organizations related to School/ Board/Church activities.

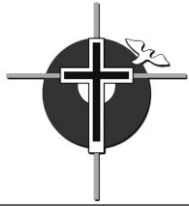
7.2 B.1 and B.2 – Full fee exemption

- a) Group B.1 - Onsite licensed Childcare

All on-site licensed childcare programs that have a yearly signed Before and After school Contract and/or a Lease Agreement will not be charged fees or costs related to community use of school permits. *Note: This does not supersede the \$150.00 custodial fee for access to space on all Board recognized holidays listed in Section 18 of the Before and After School Childcare Contract signed by all on-site third party operators.*

- b) Group B.2 – Licensed Childcare, no lease – not for profit

All childcare programs licensed under the DNA that are not for profit will be exempt from any community use fees. Operators must be able to provide the following documentation:



- Letters Patent if incorporated
- Charitable number issued through CRA
- Fiscal financial statement signed by an authorized signing officer showing not for profit status

7.3 Group B.3 For Profit Childcare Organizations - No fee exemption:

a) Group B.3 – Licensed Childcare – For Profit childcare programs licensed under the DNA with no lease are not exempt from community use fees

7.4 Group C – Not For Profit/Charitable Organizations – Full fee exemption:

a) Any organization which qualifies as a not-for-profit organization or group, that being a group which functions as a charity or service organization, will be exempt from fees for use of school facilities. Must be able to provide the same documentation as the B.2 Group.

7.5 Group D and Group E – Partial (50%) fee exemption:

a) Group D – Organized Youth Activities
Activities and/or programs offered to children and youth (0-17) which:

- limits participation based on skill AND
- charges fees AND/OR
- has paid instructors and coaches

Ex: Summer camps (sports, gymnastics, dance, music, etc), sport leagues, and community groups/individuals charging fees for program participation

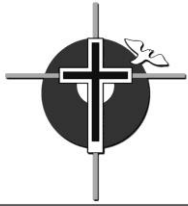
b) Group E – Adult Recreational/Municipal Activities

Activities for adults over age 18 is eligible for a partial fee exemption on both facility rentals and custodial charges. The exemption is 50 % of the total cost (with the exception of insurance costs if purchased through OSBIE).

7.6 Group F – Profit Organizations - No fee exemption:

a) Group F – Private/For Profit

All other individuals, groups and organizations, which do NOT qualify for exemption from fees, are those which are operated for private, personal or corporate gain.



8. Permit Costs

8.1 Facility rental costs based on Classification of Rate Group exemptions:

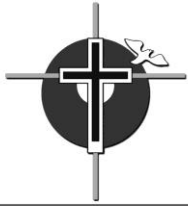
Rental Facility	Hourly Rate	Group A, A.1, B.1, B.2, C Hourly Rates	Group B.3, F Hourly Rates	Group D and E Hourly Rates
Single Gym/Library	\$22	\$0	\$22	\$11
Double Gym	\$44	\$0	\$44	\$22
Classroom	\$5	\$0	\$5	\$2.50
Cafeteria	\$25	\$0	\$25	\$12.50
Auditorium/Theatre	\$25	\$0	\$25	\$12.50
Field/Outdoor Play Area	\$25	\$0	\$25	\$12.50

8.2 Additional Custodial Costs

These are recognized as an extraordinary cost. The permit holder shall pay this cost when a custodian is required to be on duty and the event is scheduled outside the regularly scheduled custodial hours at the school. The rate schedule applicable to extra custodial, facility and operational costs is as follows:

Custodial Costs	Hourly Rate	Group A,A.1, B.1, B.2, C Hourly Rates	Group B.3, F Hourly Rates	Group D and E Hourly Rates
Monday to Friday	\$45	\$0	\$45	22.50
Saturday and Sunday	\$60	\$0	\$60	30.00

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CATHOLIC DISTRICT
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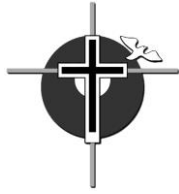
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8.3 No Show Penalties

All external permit holders, regardless of their Rate Group Classification, will be automatically billed on the second “no-show” in a school year. The fee will be equal to the recovery costs (facility rental fee and custodial costs if applicable) associated with the cost of that permit/event. In addition, after the second no show permit holders are restricted from access to school facilities for a period of one year. (*Please refer to section 6.2. Applicant/Permit Holder Responsibilities, section j.*)

9.0 Attachments:

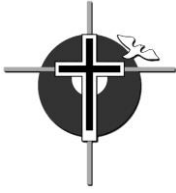
Appendix A – Classification of Rate Groups
Appendix B – Types of Not for Profit Groups



Appendix A

Classification of Rate Groups

Rate Groups	Description	Fees
Group A – School/Board/	Activities and events that are for school and board purposes include but is not limited to: <ul style="list-style-type: none"> • School/Student/Parent council • CDSBEO Board • Extra-curricular • Reciprocal Use 	Exempt
Group A.1	All permits related to the Catholic Church are exempt from fees associated with community use of schools includes but is not limited to: <ul style="list-style-type: none"> • Youth/Church Groups/events • Catholic Women’s Leagues • Meetings • Catholic Holiday Celebrations 	
Group B.1 – Licensed Childcare -Lease programs	Before and After school and childcare programs for children aged 0-12 years licensed under the Day Nurseries Act. These programs are located on-site and have a yearly contract with the CDSBEO and provide a direct service to children attending CDSBEO and coterminous board schools.	Exempt
Group B.2 –Licensed Childcare – No Lease	Not For Profit (NFP) childcare operator licensed under the DNA and can provide documentation (listed in Group C) that can confirm not for profit status. These are childcare programs that do not have a lease or contract with the CDSBEO.	Exempt
Group B.3 – Licensed Childcare – For Profit	Childcare operators licensed under the DNA requesting use of space that do not have a yearly contract or lease with the board and are for profit are not exempt from fees associated with community use of schools.	Full Fee/No exemption
Group C – Not For Profit (NFP) / Charitable Organization	Not For Profit/Charitable organizations that can provide the following documentation: <ol style="list-style-type: none"> 1)Letters Patent if incorporated 2)Charitable number issued through CRA 3)Fiscal financial statement signed by an authorized signing officer showing not for profit status <ul style="list-style-type: none"> • Girl Guides, Boy Scouts, 4H Clubs, House Leagues • Senior groups (ages 65+) • Polling Stations • Health Services/Promotion for children and adults 	Exempt
Group D – Organized Youth Activities	Activities and/or programs offered to children and youth (0-17) which limits participation based on skill and charges fees and/or has <u>paid instructors and coaches</u> : <ul style="list-style-type: none"> • Summer camps (sports, dance, music etc) • Competitive Sport leagues • Community groups/individuals charging fees for program participation and is based on skill (gymnastics, travelling sport teams etc..) 	Partial Exemption – 50%
Group E – Adult Recreation/Programs/ Classes	Activities for adults ages 18 and over that include, but not limited to: <ul style="list-style-type: none"> • Athletic and pick-up sports • Municipal/recreational classes • Arts, dance and music instruction; one on one instruction • Workshops, seminars, (scrapbooking etc...) 	Partial Exemption - 50%
Group F -Private/For Profit	Functions/events/organizations which are operated for private or corporate gain includes but is not limited to: <ul style="list-style-type: none"> • Theatrical, entertainment , concert and performance groups • Private schools – dance, music, driving, language etc • Private/Personal gatherings – wedding receptions, bridal/baby showers, birthdays, holiday celebrations, banquets etc 	Full fee /No exemption



Appendix B: Not for Profit Group Types

- a. **Not-for-Profit Youth-Related Community Groups** – run by local youth groups such as Boy Scouts, Girl Guides, 4H Clubs and Cadets, etc. where the activities are intended for participants under the age of 18 (or where the participants are under a disability, then under the age of 28).

- b. **Not-for-Profit Recognized Children's Sport and Recreation Service Providers** - groups that are:
 - a) Sponsored or recognized by a municipality as providing services or programs for the benefit of the community, or
 - b) Members of a provincial sports organization or an accredited camping organization, or
 - c) Universally recognized as service providers, such as the YMCA or Red Cross.

- c. **Not-for-Profit Childcare Operations** – groups involved with before and after-school childcare and/or daycare programs delivered by eligible operators (as per the *Day Nurseries Act*) within the school board district.

- d. **Other Not-for-Profit or Charitable Groups** – other groups such as local service clubs, community health associations, parent groups, seniors groups, etc. as determined by the district school board. These groups meet one of the following criteria
 - a) Can provide a copy of their Letters Patent if incorporated
 - b) Can provide a registered charitable number issued by the CRA
 - c) Can provide a written financial statement signed by a director or signing officer verifying the not for profit status