



Community Use of School Facilities

Approved: 90-103
Reviewed: 06-060

REFERENCES

Education Act (2004) Section 305
Trespass to Property Act, RSO 1990
Ontario Regulation 474/00 Access to School Premises

RELATED FORMS/PROCEDURES/DOCUMENTS

Administrative Procedure AP: 5-8 Community Use of School Facilities
Board Policy BP: 5-9 Policy on the Security of Board Facilities
Administrative Procedure AP: 5-9 Policy on the Security of Board Facilities - Loan of Keys Agreement

POLICY STATEMENT

It is the intent of the Bruce-Grey Catholic District School Board to make Board owned facilities and grounds available for Community Use, providing that the normal educational programme and activities of the school are maintained.

POLICY REGULATIONS

- a) Organizations and individuals using the Board facilities must provide proof of liability insurance (2 Million minimum) and the Board must be named as an additional insured on the insurance certificate. The Board will assist organizations without insurance to acquire insurance through All Sport Insurance, process outlined in A.P. Section 5, Page 8.
 - b) Organizations and individuals using Board owned facilities or grounds must accept responsibility for loss or damage to property or equipment.
 - c) Organizations and individuals using facilities or grounds on a regular basis such as monthly or weekly may be issued a key by an authorized official of the Board.
 - d) Applications for the use of Board owned facilities and grounds involving or including animals and/or pets will not be approved.
 - e) All school programmes and activities shall have priority for the use of school facilities and grounds.
 - f) Whenever it is deemed advisable that a request not covered by this policy should receive special consideration, it will be referred to the Board for approval.
2. Parish Organizations
- Parishes and organizations directly associated with the parishes may use Board owned facilities and grounds without charge unless custodial services are requested and/or required by the Board.

3. Non-Profit Community Organizations

- a) Recognized community organizations may use Board owned facilities or grounds for regular meetings without charge unless custodial services are requested and/or required by the Board.
- b) Special events sponsored by Community Organizations may be approved provided the organization agrees to pay for custodial services when such services are required.

4. Special Events

The serving of alcoholic beverages on school premises or grounds is prohibited except where a community has no banquet or hall facilities other than the local school facility, subject to the provisions outlined in the A.P. Section 5, Page 8. All requests for events involving the serving of alcoholic beverages must be approved by the Board.

5. Commercial, Private and Individual Profit-Making Activities

All profit making activities and commercial organizations shall be charged a rental fee as prescribed by this policy.

6. Private Piano Lessons During School Hours

The Board supports the provision of private piano lessons during school hours subject to the provisions of A.P. Section 5, Page 8.

7. Schedule of Rental Fees for Facilities (excludes liability insurance)

<u>Facility/Room/Service</u>	<u>Rental Fee</u>
Gymnasium	x \$ 20 per day
Classroom - full day	x \$ 4 per day
Classroom - half day	x \$ 2 per day
Custodians	At the hourly rate as determined in the current agreement between the Board and the Custodial Staff.
Specialized Computer Labs in excess of 3 hours per day	x \$ 12 per day
Specialized Computer Lab up to 3 hours per day	x \$ 6 per day

x = Benchmark Operating Cost per Square Foot as published annually in the Student Focussed Funding - Legislative Grants..

8. Administration Fee

The Board will charge an administration charge when the applicant does not have liability insurance and chooses to purchase through the All Sport Insurance Program. The administration fee is established at \$20 per application for insurance.

9. Other Fees

Fees for services and supplies beyond facility use, administration and custodial time are to be billed on a cost recovery basis as determined by the Superintendent of Business.

10. Annual Report

At the August Board meeting, the Board will receive an annual report of the community use of Board facilities. This report will include the schedule of rental fees for the following fiscal year.

see Administrative Procedures A.P. 5 - 8
