



The Northwest Catholic District School Board

Section	Number	
D	0	3

ADMINISTRATIVE PROCEDURES

Title: COMMUNITY USE OF SCHOOLS, GROUNDS AND EQUIPMENT

Preamble:

Use of school buildings and grounds may be allowed for non-school activities, where economically feasible and provided these activities do not interfere with regular school programs and the Board's agent has issued a permit. Activities may not be in conflict with the Board's Catholic values and beliefs. Smoking and the consumption of alcohol on Board property is prohibited at all times. School activities shall have precedence over non-school activities.

It is the intent to have Board facilities used in the best interests of the community, when they are not required for school use. This is intended to be implemented in a cost neutral manner.

Procedures:

A. Priority Use

Priority use of school buildings, grounds and equipment will be determined in the following order:

1.
 - a) school related activities;
 - b) organizations directly connected with the school;
 - c) non-profit organizations of a local nature (eg. Boy Scouts, Girl Guides); and
 - d) community associations, sports clubs, dance groups, etc.
 - e) Federal, Provincial and Municipal Election polling stations
 - f) Post-secondary education courses particularly where such courses are of benefit to Board employees.

2. Unusual Conditions

On rare occasions, unusual conditions may arise where use of the facilities may be required by an organization. In such cases, the school principal, subject to the approval of the Superintendent of Business, may permit use of the facilities by the organization.

3. The following activities are not permitted: wedding receptions, socials, anniversaries, private parties, lotteries and gambling.

B. Trespass Provisions

Use of school buildings, grounds, and equipment will be in accordance with the Trespass to Property procedure where applicable.

C. User Fees

Users are divided into two categories, non-profit and for profit. User fees for these two categories are defined as follows:

1) Category 1 – non-profit

No charge for facilities, however, fees may be charged for equipment in accordance with C(2) below and for incremental custodial costs.

- i) Organized student groups;
- ii) Roman Catholic Church Community
- iii) Organized community youth groups such as Brownies, Cubs, minor athletics, science fairs, etc.
- iv) Organized groups for events where an instructor or facilitator does not charge fees for profit. Examples are as Bridge and hobby clubs, and sports.
- v) Special community functions such as public meetings and election polling stations.

2) Category 2 – for profit

Rental fee for facilities and equipment as per the following rate schedule plus reimbursement for incremental custodial costs will apply.

i)	Classroom -	facility	\$25/hour
		equipment	\$10/use
ii)	Gymnasium -	facility	\$50/hour
		equipment	\$25/use
iii)	Library -	facility	\$35/hour
		equipment	\$10/use

Equipment is defined as TVs, and media players for classrooms and the library. For the gymnasium equipment is defined as athletic equipment, chairs and/or table. Groups will be responsible for any damage to facilities or equipment.

All other areas of the school with the exception of the washroom nearest the area of the school being used, are not available for use by community groups. This includes gymnasium change rooms, computer labs, and computers.

D. Application Procedure

An online application exists to communicate the details of your request to utilize one of our locations. The web link can be found on the Board website as well on individual school websites.

E. Insurance

Permit holders that have their own insurance coverage must provide the Board with evidence of general liability insurance. The documentation required is a Certificate of Insurance naming the Board as holder of the certificate. A minimum \$2,000,000 liability coverage is required in the policy. In the event the group does not have insurance coverage, user group insurance may be purchased from the Board on an as needed basis.

Cross Reference to Administrative Procedures/Governance Policies		Date of Implementation March 22, 2003	Legal/Ministry of Education Reference
			Education Act S.183
Section	Number	Date of Last Review November 18, 2014	Education Act S. 171-(1)