



HURON-PERTH CATHOLIC

District School Board

Authorization for Use of School Facilities

Adopted:	January 25, 1999	Policy #:	P 3.1.4
Revised:	September 23, 2024	Policy Category:	3.1 Plant/Facilities

BELIEF STATEMENT:

The Huron-Perth Catholic District School Board believes in building positive relationships and partnerships with our parishes, parents, and communities. The Board acknowledges that educational facilities are an integral part of the community and as such add to the spiritual, educational, recreational, and social development of those who share it.

POLICY STATEMENT:

It is the policy of the Huron-Perth Catholic District School Board that as permitted in the Education Act (171-23) it supports making school facilities and grounds available for community use. Provided they are not required for school or Board purposes, does not interfere with the proper conduct of the school, or does not violate the teaching of the Catholic Church. The use of Board facilities offer a place for our communities to come together, volunteer, build skills, access community programs, become physically active and build strong and healthy communities.

PROCEDURES:

1. Right of School

The primary use of school facilities, building and grounds, is for the delivery of education to students. In granting permission for the use of school facilities, it is understood that school activities, including required facilities repair and maintenance, will take precedence over non-school activities. Applications are not approved solely on a first-come, first-serve basis.

2. Who May Use Facilities

- a) Any responsible individual or organization, excluding political parties both Federal and Provincial, and candidates for municipal and school board elections, may be granted a permit to use school facilities. However, school facilities shall not be available for use by individuals or organizations for private gatherings.
- b) Any use of the facilities that may violate the canons of good morals, manners or taste, or may be potentially injurious to the Board's buildings, grounds or equipment will not be approved.

3. Available Facilities

The accommodation of a school which shall be available are:

- a) Gymnasium – A gymnasium may include the regular area, the spectators' seating space, and if required, the dressing rooms and shower rooms.
- b) Classrooms – Secondary classroom use shall be at the discretion of the principal. The use of a classroom does not include the use of equipment within that classroom.
- c) Kitchen facilities – At the discretion of the principal.
- d) Library - At the discretion of the principal.

Restricted spaces, unless specifically approved by the principal, are not available for rental. These include elementary classrooms, staff rooms, shops, kitchen facilities, science labs, administrative offices, computer rooms, and technical facilities.

4. **When Facilities May Be Used**

- a) Permits may be granted for use of school facilities throughout the year.
 - Permits will not be issued the last week of August and the first two weeks of the new school year.
- b) Approval of permits may be subject to custodial coverage.
- c) School facilities are not available:
 - Professional Activity Days
 - Christmas Break
 - March Break
 - Statutory Holidays

5. **Evening Use**

The evening use of school facilities shall terminate no later than 10:00 p.m., the building to be cleared and closed by 11:00 p.m.

Start and end times of availability of school facilities for community use may be adjusted to accommodate custodial work schedules.

6. **PRIVATE MUSIC LESSONS DURING SCHOOL HOURS**

The Board supports the provision of private music lessons during school hours. The Instructor for private music lessons during school hours must complete an application and Permit for use of School Facilities.

7. **Equipment**

Sports and technical equipment such as a public address system, sound equipment, computers, smart boards, internet, etc. will not be available for use by organizations.

The provision of extra tables, chairs, dishes and cutlery shall be the responsibility of the organization renting the building. All tables, chairs, dishes, cutlery and other equipment brought in by the applicant for temporary use shall be removed without delay.

Use of tables and chairs regularly accessible at the school may be subject to a setup fee.

8. **Storage of Equipment**

The storage of equipment or materials brought in by an organization shall not be permitted with the possible exception of: Cub, Scout, Brownie, Girl Guide, Catholic Parent-Teacher, School Council or YMCA groups. A principal may arrange storage of minor equipment, if

space is available and it does not interfere with the operation of the school. The Board accepts no risk or responsibility for the loss or damage of any such equipment stored under this provision.

9. Supervision

The applicant shall be responsible for the conduct and supervision of all persons admitted to the school buildings and grounds, and shall see that all regulations herein contained are strictly observed.

Youth activities held in the facility shall be supervised by a responsible adult who shall be named at the time the application for permit is made. If the program requires the use of more than one room, the organization holding the permit shall provide one adult supervisor for each room in use.

10. Care of Property

- a) The applicant shall be responsible for ensuring that reasonable care is taken to prevent damage to school property.
- b) Rubber soled shoes (approved for gymnastic use) shall be worn in gymnasium or auditorium for gymnastics or sports activities.
- c) The applicant shall insure that the use of any facilities under the permit shall be so conducted as to create minimum interference with normal school operation.
- d) Any damage to school property and equipment must be reported.

11. Liability For Damages

Any damages caused to the facilities or to any school equipment shall be the liability of the party holding the permit.

The Huron-Perth Catholic District School Board, its servants or agents shall not be responsible for any claims for damages that may arise out of the use of the facilities by the applicant.

The Huron-Perth Catholic District School Board, its servants or agents shall not be held liable for any charges which may be made as a result of the use of the facilities by the applicant.

As a condition of the rental, organizations and individuals using the Board facilities must provide proof of valid liability insurance (2 million minimum) with the Board named as an additional insured on the insurance certificate. If the organization or individual does not have insurance coverage, the Board will provide the option for the organization or individual to purchase insurance through the Ontario School Boards Insurance Exchange (OSBIE). The cost to purchase this insurance will be in addition to the permit fee.

12. Access to School

If required, school keys shall be obtained from the Principal or such other agent as designated by the Board. School keys shall be picked up by the applicant prior to each use and returned to the Principal or such other agent of the Board in the morning on the first school day following each use.

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.

13. Regulations Governing The Permit

- a) Standards set out in the Provincial Code of Conduct must be adhered to by all individuals, in accordance with subsection 301(2) of the Education Act.

- b) All policies, procedures and guidelines of the Board and School shall be observed and conformed to.
- b) The facilities shall be used only on the date(s), hours and for the purpose indicated on the permit.
- c) The permit shall not be transferable.
- d) The permit may be revoked or cancelled by the Board at any time, with or without cause and there shall be no claim or right to damages or reimbursement, on account of any loss, damage, or expense whatsoever incurred by the applicant.
- e) The date of the permit may be changed by the Board should the facilities be required for school purposes.
- f) Games of chance, lottery, or gambling in any form shall be strictly forbidden.
- g) No alcohol or cannabis will be consumed on the school premises including school grounds.
- h) No smoking or vaping shall be allowed on school property.
- i) Any individual, group or organization using school facilities assumes full liability for any losses of or damage to school property, or neighbouring property, resulting from such use. Each applicant must obtain adequate liability insurance coverage for the use of the school facilities.
- j) 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.

14. Schedule of Fees

- a) The rental fee to be charged an organization for the use of school facilities and premises shall be in accordance with a Schedule of Fees posted on the Board website.
- a) The fee charged shall be remitted to the Huron-Perth Catholic District School Board.

15. Annual Review of Fees

The Schedule of Fees shall be examined and revised when necessary, by the Board.

16. Contract

All of the statements contained in this policy are a part of every contract whether stated or not stated explicitly in the permit.

17. Application for Permit

- a) Any organization, group or individual wishing to use Board facilities must submit a permit application using the online booking system to the Huron-Perth Catholic District School Board for approval.
- b) If the permit application meets all requirements of the Policy the permit application will be forwarded for review and approval.
- c) If the permit application does not meet all requirements of the Policy the permit application will not be approved.
- d) Only approved permits will be allowed access to school properties.
- e) Permit application requests should be received as far in advance as possible, preferably at least two (2) weeks before the date of the event.

18. Schedule of Fees

To be eligible to be classified in a specific category, it may be requested that documentation be provided. The Ministry of Education provides school boards with an

annual Community Use of Schools grant which boards use to subsidize fees for some groups.

1. GROUP A – Board Sponsored - Exempt (subsidized)

2. GROUP B – Cost Recovery (subsidized)

Classroom/Library/Seminar Room	\$7.00/hr
Single Gymnasium	\$10.00/hr
Double Gymnasium or Cafetorium	\$15.00/hr

3. GROUP C - Commercial

Classroom/Library/Seminar Room	\$17.50/hr
Single Gymnasium	\$38.00/hr
Double Gymnasium or Cafetorium	\$57.00/hr

4. GROUP D – Reciprocal Agreement - Exempt

5. OTHER

Permit applications for use of facilities during the summer must be approved by the Board.

6. Private Music Lessons During School Hours

\$3.75/hour

NOTE:

Custodial fees are charged when a custodian is required to be at a school outside regular working hours. There is a 3-hour minimum charge for weekend rentals. The following hourly rate will be charged in addition to the permit fee as per the Schedule of Fees.

Group B (subsidized):	\$ 16.00 /hour
Group C:	\$ 32.00 /hour

7. Field or Playground Use

No charge for field or playground use, but permission to use must be submitted as a permit application for approval.

8. Administrative Fees

In the event of a school closure or whenever a booking is cancelled by the Board, a refund will be issued for the unused booking. In the event of cancellation by a permit holder, a full refund will be issued as long as reasonable notice is provided and no costs were incurred by the Board as a result. A no-show fee of \$10.00 per incident will be added to the cost of the permit for groups who fail to use the booked space at any time, without providing 5 days notice of cancellation. Insurance costs are only refundable when a permit is cancelled and no bookings have been used. Any change requests for approved permits will incur an administration fee of \$10.00.

9. Method of Payment

Method of payment is via electronic methods.

19. Classification of Groups

GROUP A – Board Sponsored - Exempt (subsidized)

- a) Activities sponsored by the Board.
- b) All activities or programs sponsored by Employee union, association, or federation meetings.
- c) General meetings or activities of Community Health Associations.
- d) All activities or programs of youth groups under the leadership of a responsible adult, run by recognized not-for-profit organizations, such as: Boy Scouts, Girl Guides, 4-H Clubs, Cadets, Junior Farmers' Clubs.
- e) Meetings and social functions of, or sponsored by, Church associated groups such as Parish Councils, C.W.L., C.Y.O., K. of C., Church Youth Groups, and similar parish groups.
- f) Meetings of recognized community service clubs.
- g) Federal, Provincial and Municipal elections.
- h) Registered charitable organizations, such as Red Cross, Heart and Stroke Foundation, and Canadian Cancer Society.

GROUP B – Cost Recovery (subsidized)

Classroom/Library/Seminar Room
Single Gymnasium
Double Gymnasium/Cafetorium

- a) Adult activities run on a volunteer basis, such as non-affiliated sports leagues.
- b) Concerts, and other functions sponsored by service clubs and other local non-profit organizations where the admission charge is used to help defray expenses and/or charitable work in the community i.e. Rotary, Kinsmen, Optimist, Lions
- c) Board employee events outside of regular school hours approved at the discretion of the principal. (NOT private gatherings)
- d) Day camps or sporting events for youth where registration fees are charged to help defray expenses. i.e. For-Profit youth programs organized by individuals without not for profit status.

GROUP C – Commercial

Classroom/Library/Seminar Room
Single Gymnasium
Double Gymnasium/Cafetorium

- a) Activities sponsored by a profit-making group or individual. Admission may or may not be charged. If admission is charged, funds derived are for the benefit of the organization.
- b) All other groups not included in Groups A & B.

GROUP D- Reciprocal Agreements – Exempt

- a) Use of school facilities for events and functions sponsored by organizations with whom the Board has a reciprocal agreement.

NOTE: All principal-recognized activities or programs sponsored by Parent teacher association meetings, school council meetings, student council activities or other school events are deemed to be classified as **Internal** (school or Board sanctioned) use.

20. Concussion Management

Permit holders must read and understand Board Policy Concussion Management and accompanying appendices.

21. Indemnification Agreement

For any permits issued under this Policy, the Organization, its officers and directors agree, jointly and severally to indemnify, protect, and save harmless the Board from all loss, costs, including legal costs, jointly and of any kind, or damages on account or as a result of claims, actions, causes of action or proceedings of any kind against the Board as a result of claims of injury to person (s) or property in any way caused by or resulting from or allegedly caused by or resulting from the negligence or wrongdoing of the Organization, its officers, directors, servants or volunteers arising out of the use of the premises or equipment of the Board or other matters to which this Agreement and the Schedule (s) hereto pertain. The Organization, at its expense, shall defend any such claim, suit, action or proceeding to which the Board is named as additional insured or to which a party seeks to name the board as a party. The Organization shall maintain insurance satisfactory to the Board, and furnish evidence of same to the Board upon request, sufficient to protect it, its officers, directors and servants and the Board from any claim for damages for personal injury, including death, and from claims for property damage as set out above in this Agreement.

DEFINITIONS:

- N/A

REFERENCES:

- The Education Act Sections 171 and 301
- Policy Concussion Management
- Procedure Community Use of Schools

RESOURCES, APPENDICES AND FORMS:

- Government of Ontario Community Use of Schools Bulletin