



BOARD ADMINISTRATIVE PROCEDURE	
<i>Administrative Procedure</i>	<i>Administrative Procedure Number</i>
Community Use of Board Facilities	601
<i>Directional Policy</i>	
600 – Stewardship of Resources	

Title of Administrative Procedure:

Community Use of Board Facilities

Date Approved:

October 24, 2023

Projected Review Date:

2028

Directional Policy Alignment:

Stewardship of Resources - 600

Alignment with Multi-Year Strategic Plan:

In alignment with the Ontario Ministry of Education, Community Use of Schools, Ontario Catholic school facilities are an integral part of the community and, as such, add to the spiritual, educational, recreational, and social development of all who share them. The Board is committed to providing all communities access to school facilities when not being used for school activities, with emphasis on local parish and non-profit youth groups. This Administrative Procedure establishes the criteria, procedures, and cost recovery strategies with respect to the use of facilities leased, owned, and operated by the Board.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

Action Required:

1.1 GENERAL

All Board facilities and grounds are reserved for school use during weekdays until 6:00 p.m., and as required for tournaments, maintenance, and meetings.

The following shall be exempt from the provisions of this Administrative Procedure:

Board-sponsored events, including:

- (a) activities that are essential to carrying out the normal business of the Board and/or the school(s);
- (b) functions of the Catholic School Council, such as meetings and fund-raising activities that are under the direction of the principal or delegate(s). (Refer to Board Policy 601.)

The Board may enter into joint use agreements with local municipal or educational organizations for the use of specified school facilities and, in such case, the rates established will supersede those specified in Section 1.4 - Rental Rates.

Board facilities and grounds will be made available to the community subject to the guidelines in the following section. Additional information and/or restrictions may be added from time to time and will form part of the procedures established by the Central Booking Office and available electronically on the Board's website.

1.2 APPLICATION

- (a) Formal "Use of Board Facilities" application and approval procedures will be established by the Central Booking Office and will be made available electronically on the Board's web site, and through school offices, for access by user groups.
- (b) Access to school facilities will not be granted without the recommendation of the school principal and approval of the Central Booking Office.
- (c) Organizers of fund-raising events utilizing school facilities for non-Board-sponsored events during non-school hours will be assessed a user fee to cover costs associated with such usage.

- (d) Board facilities will not be used by user groups for overnight accommodation, save and except emergency situations or other extraordinary circumstances. Prior to an exception being authorized, the appropriate permits must be in place, as per Section 1.2 (m).
- (e) The Board may, from time to time, through the Board's designate, donate the use of its facilities under extraordinary circumstances in support of Catholic education causes and/or the educational enrichment of its students. The principal may forward recommendations in this regard to the Superintendent of Business and Finance for consideration.
- (f) Applications for use of Board facilities will be ranked first by category, then submission date and time, as stated in section 1.4. Order of group consideration will be in order of A, B, C, D & E. (see section 1.3) Where a user group is requesting a significant number of permits resulting in other eligible user groups being placed on a waiting list, restrictions may be placed on the volume of permits approved. Other considerations are the space required vs requested and length of time.
- (g) The Board will make every effort to accommodate the needs of user groups. For groups with current permits, it cannot guarantee existing time allotments will be available in a succeeding school year. It is the responsibility of all groups to submit applications for the succeeding school year in accordance with the notifications from the Central Booking Office.
- (h) The Board does not encourage the use of Board-owned equipment, but should equipment be required, and the school be willing and able to assist, an additional fee will be assessed for such usage.
- (i) If the use of lighting and/or sound systems are required, permission must be granted by the school principal and a trained operator must be designated by the principal for such use.
- (j) It is understood that, where a custodian has been assigned as the corporate presence, the attending and/or on-duty custodian will be available to assist respective user groups with associated maintenance functions. Custodians will only stay on the premises for the first 30 minutes after the permit start time if no representative from the permitted user group arrives. It is further understood that the respective custodian will continue to perform prescribed duties when not required by the user group. Where a custodian has not been assigned as the corporate presence, the person so designated will protect the interests of the Board by specifically opening the school, providing access to appropriate areas,

ensuring the security of the Board's property, respond to any emergency situations, and secure the school at the completion of the program.

- (k) If an application is approved, the specific costs (including applicable taxes), conditions of use, and the payment arrangements, will be established by the Central Booking Office. User groups will be charged a "No Show" fee when groups do not show for their permitted time. Repeated "No Shows" (three consecutive times) by a user group will result in cancellation of remaining permits.
- (l) Board use of school facilities takes precedence over community use and, as such, Board requirements will supersede any scheduled use by the community. The Central Booking Office will endeavor to provide timely notification to the respective applicant, should a cancellation be warranted (this includes cancellations due to inclement weather). Except in the cases of cancellation due to inclement weather, every effort will be made to find an alternate location for the specific event, whenever possible.
- (m) In all cases, the applicant must be in compliance with the Provincial Fire Code Regulations and any other Provincial/Municipal regulations or by-laws within the respective jurisdictions governing such usage. Costs of any permits and/or licenses required will be the responsibility of the applicant.
- (n) No smoking is permitted in Board buildings or on Board property.
- (o) The consumption and/or sale of alcohol on Board premises will not be allowed.
- (p) The preparation of food using electrical or any other type of cooking appliance is strictly prohibited. Microwave ovens located in secondary school cafeterias may be used if this space has been included on your permit.
- (q) It is the responsibility of the principal to report to the Central Booking Office any failure by the user group to meet the expectations of the Board with regard to Board-owned facilities. If the terms and conditions of the Use of Facilities permit have been breached, the permit will be cancelled immediately and subsequent legal action may be taken by the Board, if applicable.
- (r) Distribution of keys and alarm codes will be restricted to authorized Board personnel or as designated by Plant Services. Any infraction of this trust will result in privileges being withdrawn.

- (s) Organizations or individuals using Board facilities assume full responsibility for the proper adult supervision of all activities and persons. User groups must maintain supervision during the permitted time and are restricted to those spaces specified on the permit. User Groups that stay past their approved permitted time, use space not permitted, or use equipment not approved, will be charged the additional cost for the space, equipment and custodial overtime at full rates.
- (t) User groups are solely responsible for any claims arising out of their use and agree to indemnify and save harmless the Board from all such claims, and the user group shall sign a form stating such. Liability insurance must be provided with the Board added as an additional insured.

In the circumstance where a user group cannot provide proof of liability insurance coverage, the Board will assess a nominal charge to said group at the time of application for the provision of liability insurance coverage through the Board's insurance carrier. The cost of such fee will be pre-determined by the Board through an estimation of the annual usage of various groups and their specific requirements.

- (u) The Board reserves the right to cancel any permit for the use of Board facilities for any reason and, in the event of such cancellation, there shall be no claim or right to damage or reimbursement on account of any loss, damage, or expense incurred by the Permit Applicant.

1.3 GROUP CLASSIFICATION

For the purposes of handling applications and setting fees, all applicants will be classified into one of the groups listed. All groups set out below will be subject to the provisions of the fee schedules as set out in the Appendices.

GROUP A

Special agreements exist between the Board and the parishes in the following locations:

- Lindsay - St. Mary Catholic Elementary School
- Campbellford - St. Mary Catholic Elementary School

The parishes' right to utilize the Board facilities as outlined in the specific agreements is recognized, as is the duty of the Board to maintain the high standards of those facilities and assess a fair maintenance cost.

GROUP B

Covers activities and meetings of non-profit youth organizations, non-profit youth sports and other groups, identified below, that are operated on a volunteer basis: (with majority of participants ages 18 years and under)
(Groups must have a Registered Non-Profit number)

- i. not-for-profit organizations and athletic/recreation groups involving youth, i.e. Scouts, Cubs, Guides, 4-H Clubs;
- ii. meetings/social functions of Catholic church-associated groups, i.e., Parish Councils, Catholic Women's League, Catholic Youth Organizations, Knights of Columbus; that do not belong to Group A.
- iii. Not-for-profit youth sports organizations, e.g., basketball, volleyball, soccer.

GROUP C

- i. Non-profit adult activity and recreational groups, athletic groups, games, practices, and tournaments;
- ii. drama groups - non-student sponsored;
- iii. meetings of recognized Community Service Clubs.
- iv. community concerts;
- v. private, non-profit, and commercial groups offering non-profit events (church groups of other denominations for instruction classes, recreation, groups not sponsored by community services, etc.).

GROUP D

- i. all other community groups not included in Groups B and C.

GROUP E

- ii. functions of a commercial or advertising nature under local sponsorship. This category includes commercial enterprises utilizing school facilities for meeting purposes or to promote or celebrate functions to benefit their own enterprise.

1.4 REVIEW AND APPROVAL OF PERMITS

As stated in 1.2(g) above, The Board will make every effort to accommodate the needs of user groups. For groups with current permits, it cannot guarantee existing time allotments will be available in a succeeding school year. It is the responsibility of all groups to submit applications for the succeeding school year in accordance with the notifications from the Central Booking Office. Applications will be received in three (3) rounds:

- Round 1: First of May (exact date to be determined and communicated in advance) at 9:00am of each school year, the Central Bookings office will start to accept permit applications for the following School Year based on the following conditions:
 - Only One permit may be submitted per group per school
 - Groups are only permitted to request a maximum of 2 days per week per school in the first round of bookings but the Central Bookings office reserves the right to restrict that further if multiple requests exist for the same space. Preference will be given to non-profit youth groups, who will also be given special consideration for earlier time slots.
 - Only User Groups that belong to Groups A, & B, with the majority of members being students within our Board Boundaries, can be submitted on Round 1 date. ALL other permits applications will be deleted and will need to be re-submitted at a later round.
- Round 2: First of June (exact date to be determined and communicated in advance) at 9:00 am of each school year, the Central Bookings office will start to accept permit applications from Groups that belong to Groups C, D or E and are located within our Board Boundaries
- Round 3: Mid-June (exact date to be determined and communicated in advance) at 9:00am of each school year, the Central Bookings office will start to accept permit applications for all Groups outside of our board boundaries. Also. User Groups can submit permit requests for extra space/days if available at any school.
- Permits will be approved in accordance with the Board Administrative Procedure 601 1.2 (f) and (g). Permits must be complete with all accurate information in order to process. All incomplete permit applications, permit applications from user groups with outstanding balances and permit applications not submitted within the correct time frame will be deleted. All Permit applications will receive notice of approval by the middle of July.

1.5 RENTAL RATES

Fees for the use of facilities are based on the type of organization, as listed in 1.3. Fee structures will be maintained by the Central Booking Office and updated annually. The rates will be posted on the Board's web site and as an appendix to this Administrative Procedure.

Responsibilities:

The Board of Trustees is responsible for:

- Ensuring alignment of the administrative procedure Community Use of Board Facilities with the Stewardship of Resources Directional Policy.

The Director of Education is responsible for:

- Ensuring compliance with the administrative procedure Community Use of Board Facilities and the Stewardship of Resources Directional Policy.
- Designating resources to implement this Administrative Procedure.

Superintendent of Business and Finance is responsible for:

- Assigning resources to ensure the implementation of and compliance with this Administrative Procedure.

Principals are responsible for:

- Review and support permits.

Manager of Purchasing/Planning and Facilities Administration is responsible for:

- Receive, review and edit applications, schedule available space, approve applications, invoice groups for fees, collect proof of or sell insurance, managing scheduling changes, ongoing inquiry support to groups.

Supervisor of Plant Operations is responsible for:

- Assigning Custodian resources to support this Administrative Procedure.

Progress Indicators:

- PVNC will continue to provide communities the use of Board facilities when available.

Definitions:

Applicant - The applicant is the individual(s) who assumes responsibility for a group or association using a school.

Application Fee - The application fee is a fee, charged to the applicant, to cover the costs of administering and processing an application for use of Board facilities. Additional fees may also be applicable for cancellation, NSF incidences, credit card decline fees and as security deposits.

Central Booking Office - The central booking office is the unit and/or individual within Business and Finance responsible for the administration and co-ordination of applications for the use of Peterborough Victoria Northumberland and Clarington Catholic District School Board facilities.

Corporate Presence - Where school facilities are permitted for use, corporate presence refers to assigning a custodian, staff member, or responsible person acceptable to the Superintendent of Business and Finance to protect the interests of the Board.

Maintenance Fee - The maintenance fee includes custodian labour costs for opening and closing of the school; coverage during the event and clean-up after the event; administrative costs; normal wear and tear; as well as energy costs.

Revision/Modification Fee - The revision/modification fee is an additional fee, charged to the applicant, for each revision and/or modification to the initial application for use of Board facilities. This fee will cover the additional costs of administration and processing of the application incurred as a result of changes implemented by the applicant. Any costs arising from revisions and/or modifications through any Board action shall be the responsibility of the Board.

User Group - The user group is the specific community group or association using a school.

References:

- [Education Act, Regulation 298, Section 11](#)
- [PVNCCDSB Board Vision, Mission and Strategic Priorities](#)
- [The Ontario Fire Code O. Reg. 388/97](#)
- [Ontario Ministry of Education, Community Use of Schools](#)
- [Online Permit Applications and Correspondence](#)
- [PVNCCDSB Rental Fees](#)
- [PVNCCDSB Terms & Conditions](#)