



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

ADMINISTRATIVE PROCEDURES

Administrative Procedure Section

FACILITIES

Policy Number

101

Administrative Procedure Number

AP-FAC-101

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ADMINISTRATIVE PROCEDURE TITLE

Community Use of Board Facilities

1.0 ADMINISTRATIVE PROCEDURE

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:

- (a) Board-sponsored events, including:
 - (i) Activities that are essential to carrying out the normal business of the Board and/or the school(s);
 - (ii) 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).
- (b) Funeral receptions organized through the local parishes where agreements are currently in place, as set out in Section 1.3(a) of this Procedure.

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 following.

1.2 APPLICATION

- (a) Any use of Board facilities by a user group must be accompanied by a copy of the signed "Use of Board Facilities" application form, duly authorizing such use. In all other circumstances, the individual or group using the premises will be deemed to be trespassing.
- (b) All applications for the use of school facilities will be completed in full and submitted to the principal of the respective school, accompanied by a certificate of insurance (refer to Section 1.2(s)), at least two weeks prior to the requested date. The principal will confirm availability and screen the application to determine if the applicant meets the criteria for authorized use of school facilities. The completed application, identifying the rooms required for the respective event, will then be forwarded to the Central Booking Office for processing. Access to school facilities will not be granted without the 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) Only school or parish-sponsored dances are permitted in Board facilities, the latter requiring the approval of the Parish Priest.
- (e) Board facilities will not be used 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 (p).
- (f) 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.
- (g) Applications for use of Board facilities will be considered on a first-come-first-served basis; however, where more than one request has been received at the same time, priority will be based on group classification in descending order. If a conflict still remains, the final determination will be made by the Superintendent of Business and Finance.

- (h) The Board will make every effort to accommodate the needs of incumbent users; however, it is the responsibility of the incumbent to notify the Central Booking Office of any application renewals for the next school year by April 15 of the preceding year, in order to guarantee existing time allotment. Should date conflicts arise, the provisions of Section 1.2 (g) will apply.
- (i) 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. The applicant also must complete an "Assumption of Responsibility" waiver for such use.
- (j) 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.
- (k) A custodian must be present for the duration of all events as the Board is expected to maintain facilities in an appropriate manner at all times and have appropriately trained staff present should an emergent situation arise. Sufficient preparation and clean-up time (as determined by the Central Booking Office) will be incorporated into all permits and the associated costs will be paid by the user, except in such cases where a long-standing contract exists with a local parish (refer to Section 1.3 (a)).
- (l) It is understood that the attending and/or on-duty custodian will be available to assist respective user groups with associated maintenance functions. It is further understood that the respective custodian will continue to perform prescribed duties when not required by the user group.
- (m) If an application is approved, the specific costs (including applicable taxes) and conditions will be established by the Central Booking Office. Payment must be made, in full, in the form of a cheque or money order made payable to the Peterborough Victoria Northumberland and Clarington Catholic District School Board prior to the event.
- (n) Monies received by the Central Booking Office for facility usage will offset the cost of personnel, repairs/replacement of equipment, and replenishment of supplies at the school level.

- (o) Board use of school facilities takes precedence over community use and, as such, Board requirements will supercede any scheduled use by the community. The Central Booking Office will endeavour to provide timely notification to the respective applicant, should a cancellation be warranted, and every effort will be made to find an alternate location for the specific event, whenever possible.
- (p) 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 licences required will be the responsibility of the applicant.
- (q) No smoking is permitted in Board buildings or on Board property.
- (r) The consumption and/or sale of alcohol on Board premises will not be allowed.
- (s) 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.
- (t) 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.
- (u) Organizations or individuals using Board facilities assume full responsibility for the proper supervision of all activities and persons. They 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.
- (v) 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.

- (w) The Board reserves the right to cancel any permit for the use of Board facilities. Failure to assume responsibility as set out herein will result in withdrawal of authorization. Improper use of school properties will result in a withdrawal of permission for the activity and subsequent legal action may be taken by the Board, if applicable.
- (x) The Superintendent of Business and Finance will prepare an annual report on the community use of Board facilities, including recommendations for amendments to the cost-recovery fee schedule, for presentation to the Board at a June Board meeting.

1.3 GROUP CLASSIFICATION

All groups, as set out below, will be subject to the provisions of Section 1.2 (v).

(a) GROUP A

PARISH AGREEMENTS

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

- Lindsay - St. Mary's
- Port Hope - St. Mary's
- Campbellford - St. Mary's
- Cobourg - St. Michael's
- Grafton - St. Mary's *
- Courtice - St. Anthony's of Padua *

* *to be reviewed on an annual basis.*

The parishes have varying degrees of investment in the various Board facilities. The parishes' right to utilize Board facilities is recognized, as is the duty of the Board to maintain the high standards of those facilities and assess a fair maintenance cost.

(a) GROUP B

Generally, this group covers activities and meetings of non-profit organizations operated on a volunteer basis.

- (i) General meetings of support organizations, including Alcoholics Anonymous and similar organizations providing a significant service to the community.
 - (ii) Meetings of Board employee organizations on Board-related business.
 - (iii) Parish/Diocesan (C.W.L., Scouts, Guides, adult religious education, Cursillo, etc.).
- (c) GROUP C
- (i) Athletic groups, games, practices and tournaments.
 - (ii) Drama groups - non-student sponsored.
 - (iii) Community concerts.
 - (iv) 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.)
- (d) GROUP D
- All other community groups not included in Groups B and C.
- (e) GROUP E
- (i) 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.
 - (ii) The rental rate for this classification will be determined when the application is filed. This rate will reflect the current competitive rates of the market at the time (i.e. per night charge plus percentage of the gate receipts).

1.4 RENTAL RATES

Category	A	B	C	D	E
Application Fee <i>(per application)</i>	\$15.00	\$15.00	\$15.00	\$15.00	TBD ¹
Revisions/modifications <i>(each change occurrence)</i>	\$10.00	\$10.00	\$10.00	\$10.00	TBD ¹
Consumable Custodial Supplies Fee <i>(an annual fee for Group A ONLY as elective in lieu of Maintenance Fee)</i>	\$75.00	N/A ²	N/A ²	N/A ²	N/A ²
SPACE <i>(per hour)</i>					
Resource Centre	X ³	X ³	\$10.00	\$20.00	N/A ²
Classroom	X ³	X ³	\$10.00	\$20.00	N/A ²
Single Gym	X ³	X ³	\$15.00	\$20.00	TBD ¹
Double Gym	\$20.00	\$20.00	\$20.00	\$40.00	TBD ¹
Cafetorium	\$20.00	\$20.00	\$20.00	\$40.00	N/A ²
Outdoor Recreational Area	<i>To be negotiated at the time of application</i>				
Auditorium	<i>To be negotiated at the time of application</i>				
EQUIPMENT <i>(per event—available under special circumstances as approved by the Principal—must be accompanied by an Assumption of Responsibility certificate)</i>					
Special Event Electronic Equipment: PA System (integrated), Lighting, Stereo Equipment, etc. <i>(cost is per unit/per event)</i>	\$150.00	\$150.00	\$150.00	\$150.00	TBD ¹
Meeting Equipment: PA System (portable/podium), Projectors, VCR/DVD Player, etc. <i>(cost is per unit/per event)</i>	\$40.00	\$40.00	\$40.00	\$40.00	TBD ¹
SERVICES REQUIRED <i>(per event)</i>					
Stacking Chairs <i>(per unit/per event)</i>	\$0.35	\$0.35	\$0.35	\$0.35	TBD ¹
Folding Tables/Portable Tack Boards/Portable Stage Platforms <i>(per unit/per event)</i>	\$0.85	\$0.85	\$0.85	\$0.85	TBD ¹
Physical Education Equipment <i>(per unit/per event)</i>	\$3.50	\$3.50	\$3.50	\$3.50	TBD ¹
Shower Change Room Unit <i>(per event)</i>	\$20.00	\$20.00	\$20.00	\$20.00	TBD ¹
Maintenance Fee: Custodial Services charged @ current hrly. rate	X ³	hr. rate	hr. rate	hr. rate	TBD ¹
Liability Insurance Coverage	To be determined at time of booking (refer to Section 1.2 (v))				

NOTE: The Board reserves the right to charge for additional expenses incurred, i.e. garbage removal (to be assessed on an individual event basis)

¹To be Determined;

²Not Applicable—if there is a requirement, request will be evaluated on a case-by-case basis;

³Exempt

1.5 MULTIPLE USAGE RATES

The Board recognizes that it has a greater responsibility for contributing to the support of activities that most closely relate to its Mission. The following sliding scale of rates reflects the Board’s recognition of specific user groups who provide a service and/or activities for the youth in our Catholic community.

Category *	User	Space	Equipment - Other <small>(refers to P.E. & Misc. Equip.)</small>
In excess of 100 hours	Recreational	50% of applicable rate as set out in Section 1.4	\$25.00
	Organized/ Commercial	75% of applicable rate as set out in Section 1.4	\$25.00
25-100 hours	Recreational	65% of applicable rate as set out in Section 1.4	\$15.00
	Organized/ Commercial	75% of applicable rate as set out in Section 1.4	\$15.00
1-25 hours	100% of applicable rate as set out in Section 1.4		

* based on total hours booked per season.

All requests for review will be examined and assessed on an individual basis.

2.0 TERMS AND DEFINITIONS

2.1 CENTRAL BOOKING OFFICE

The unit and/or individual within Plant Services responsible for the administration and co-ordination of applications for the use of Peterborough Victoria Northumberland and Clarington Catholic District School Board facilities.

2.2 USER GROUP

The specific community group or association using a school.

2.3 APPLICANT

The individual(s) who assumes responsibility for a group or association using a school.

2.4 APPLICATION FEE

A fee, charged to the applicant, to cover the costs of administering and processing an application for use of Board facilities.

2.5 REVISION/MODIFICATION FEE

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.

2.6 CONSUMABLE CUSTODIAL SUPPLIES FEE

An additional fee to be charged to the applicant for the use of any consumable custodial supplies and/or equipment by the user group in lieu of custodial services.

2.7 MAINTENANCE FEE

Includes the 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.

2.8 CORPORATE PRESENCE

Refers to a representative of the Board having the responsibility of a Board-owned facility when in use by a community user group. The individual should have current training in the life safety features of the respective building and be approved by the principal/person in charge of the facility and the Superintendent of Business and Finance or designate.

2.9 SEASON

For the purposes of this Policy, "Season" shall be the period between September 1 of the current year and August 31 of the following year.

3.0 REFERENCES/RELATED DOCUMENTS

Policy 101, Community Use of Board Facilities
Education Act, Regulation 298, Section 11
The Ontario Fire Code O. Reg. 388/97

4.0 RELATED ADMINISTRATIVE PROCEDURES**5.0 RELATED FORMS**

Community Use of Board Facilities
General Application for Permit - Form Plant 1

Community Use of Board Facilities
Assumption of Responsibility (Borrowed Equipment) - Form Plant 2

6.0 ADMINISTRATIVE PROCEDURE REVIEW DATE

September 2008

7.0 APPROVED BY BOARD

August 27, 2002

8.0 EFFECTIVE DATE

September 1, 2006

9.0 REVIEW BY

Plant Services and
Board Ad-hoc Committee to Review the Community Use of Board Facilities

10.0 LAST REVISION DATE

September 1, 2006