



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

BOARD POLICY	
<i>Policy Section</i> FACILITIES	<i>Policy Number</i> 101
<i>Administrative Procedure Number</i> AP-FAC-101	<i>Page</i> 1 of 4

POLICY TITLE

Community Use of Board Facilities

1.0 PURPOSE

The Peterborough Victoria Northumberland and Clarington Catholic District School 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 all who share them.

The Board is committed to providing all of its communities access to school facilities when not being used for school activities.

This policy establishes the criteria, procedures and cost recovery strategies with respect to the use of facilities leased, owned, and operated by the Board.

2.0 POLICY

It is the policy of the Board to ensure that its school facilities are available to community users to the fullest extent possible, within established regulations, having due regard for the preservation of the educational programs of the schools; the protection and maintenance of school property; budgetary considerations; and the mission of the Peterborough Victoria Northumberland and Clarington Catholic District School Board.

3.0 GUIDELINES

The Board shall ensure that:

- 3.1 the costs for insurance, long term supplies, maintenance, clean-up, etc., are included in all cost-recovery fees;
- 3.2 there is corporate presence in the facilities for the duration of all events;

- 3.3 expectations of liability insurance providers are met to protect the interests of the Board;
- 3.4 appropriate licences are obtained, according to provincial regulations and municipal by-laws;
- 3.5 the facility is used for purposes consistent with the Board mission;
- 3.6 all special considerations to long-standing lease agreements between parishes and the Board are addressed when calculating charges or determining custodial/supervisory requirements;
- 3.7 applicants are directed to facilities where staff is already on duty.

4.0 TERMS AND DEFINITIONS

4.1 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.

4.2 USER GROUP

The specific community group or association using a school.

4.3 APPLICANT

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

4.4 APPLICATION FEE

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

4.5 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.

4.6 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.

4.7 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.

4.8 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.

5.0 REFERENCES/RELATED DOCUMENTS

Administrative Procedure AP-FAC-101, Community Use of Board Facilities
Education Act, Section 265
The Ontario Fire Code O. Reg. 388/97

6.0 RELATED POLICIES

7.0 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

8.0 APPROVED BY BOARD

October 22, 2002

9.0 EFFECTIVE DATE

October 22, 2002

10.0 POLICY REVIEW DATE

September 2008

11.0 REVIEW BY

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