



Learning Environment

Community Use of Schools

Policy Number LE-09

The Simcoe Muskoka Catholic District School Board acknowledges that educational facilities are an integral part of the community and they add to the spiritual, educational, recreational and social development of all who share them. As a responsible community member, the Board endorses the use of its property, buildings and equipment ('facilities') by community groups with the objective of supporting these groups. This is supported by the Ministry's Community Use of Schools Funding that fosters partnerships and community relationships.

The Board will not make its facilities available to any organization whose values are in conflict with Catholic values. Similarly, the use of facilities shall be consistent with Catholic values.

This policy also recognizes the fiduciary responsibilities of the Board which will require recovery of established costs to operate the facilities, with an annual review of fees.

Procedural Guidelines Follow

Statement Number PLANT 1-98-00 "Use of School Facilities"

Approved: Board Meeting #18-2003 (Wednesday, June 18, 2003)

Revised: Board Meeting #14-2005 (Wednesday, September 28, 2005)

Reviewed: Board Policy Review Meeting #03-2015 (Wednesday, March 11, 2015)

Reviewed: Board Policy Review Committee Meeting #06-2021 (Wednesday, October 6, 2021)

Reviewed: Board Meeting #12, Wednesday, October 20, 2021



Procedural Guidelines Supporting Policy Number LE-09 Community Use of Schools

1. Introduction

The Simcoe Muskoka Catholic District School Board (the 'Board') supports the use of Board facilities as outlined in the following Board Policy Statement Community Use of Schools.

The Simcoe Muskoka Catholic District School Board acknowledges that educational facilities are an integral part of the community and they add to the spiritual, educational, recreational and social development of all who share them. As a responsible community member, the Board endorses the use of its property, buildings and equipment ('facilities') by community groups with the objective of supporting these church, family and school communities.

Accordingly, the use of facilities by the other organizations shall not be in conflict with Catholic values. This policy also recognizes the fiduciary responsibilities of the Board which will require recovery of established costs to operate the facilities, with an annual review of fees.

It is the intent of the Board to have its facilities used by the community when they are not required for school or Board use. This document details the procedural guidelines related to the implementation of the policy.

2. Administration

- 2.1. General. Board facilities shall be authorized for use through the submission of a permit request by the user group or through Board approved municipal agreements.
- 2.2. The Board has the full right to refuse or revoke the use of its facilities to any person or group.
- 2.3. The interpretation and administration of these regulations is the responsibility of the Board.

3. User Groups and Permit Applications

- 3.1. Permits may be issued to organizations or individuals on a priority basis (in descending order) according to group categories noted below. Long term youth user groups in good standing shall have priority over adult, occasional or new user groups.

- 3.2. Permit applications for the following school year will be accepted through a staged process:

Stage 1: May 1st of each year permit applications can be submitted for the following school year by User Groups in categories B and C. User Groups will be limited initially to submit permits for no more than three (3) schools with a maximum of two (2) days per week per school. Permits may be restricted further if multiple requests exist for the same space.

Stage 2: June 1st permit applications can be submitted for the following school year for additional dates and locations by User Groups in categories B and C.

Stage 3: June 15th of each year permit applications can be submitted for the following school year from User Groups in Category D. User Groups will be limited initially to submit permits for no more than three (3) schools with a maximum of two (2) days per week per school. Permits may be restricted further if multiple requests exist for the same space.

- 3.3. The following groups have been developed to identify the respective payment structure along with definitions of the users that fall under each group:

3.3.1. Category A - SMCDSB Use of Schools

- A1 - Internal SMCDSB Permits – School and department use permits. Events are for students and supported by the Principal or department staff.
- A2 - Unavailable for Use – administrative permit type to block specific spaces normally available for Community Use but unavailable for use during a specific time due to SMCDSB need (eg. maintenance work/ school requirement for program delivery).
- A3 - External SMCDSB Permits – Events are for external board or school sponsored activities (ie. SCSTC, Uniform Sales, CPCO).

3.3.2. Category B - Catholic Church

- B1 - Catholic Church Events – Events are for Catholic church activities (ie. masses, services, meetings).
- B2 - Catholic Church Service Groups – Events are for Catholic church service group activities (ie. Knights of Columbus, Catholic Women's League).

3.3.3. Category C - Community Use of Schools - Not-For-Profit

- C1 - Not-For-Profit Serving Youth – permits serving youth 18 years of age and younger (under 28 years of age when engaging people with disabilities). Preference is given to programming that is free or low cost, inclusive and is promoted widely to the local community.
- C2 - Not-For-Profit Serving Adult – permits serving adults over the age of 18 years. Preference is given to programming that is free or low cost, inclusive and is promoted widely to the local community.
- C3 - Child Care – Child care use of space beyond what is covered in a child care Lease or Service Agreement.

3.3.4. Category D

- D1 - Uses by commercial/for profit groups (ie. sports activities where instructors receive compensation, public entertainment).

3.4. The following groups have specific fees and requirements to be determined at the time of implementation or review:

- SMCDSB Sponsored Partnerships – Formal agreements with SMCDSB that have been approved by the Educational Leadership Council.
- Municipal Agreements – Formal agreements with SMCDSB that have been approved by the Educational Leadership Council.

4. **Operating Procedures**

4.1. Pandemic Directives and Guidelines

- 4.1.1. Permit Holders shall comply with all applicable provincial orders and directives, guidelines of public health authorities for the Province of Ontario and Simcoe Muskoka District Health Unit as well as the SMCDSB operating procedures and guidelines, and, if applicable, any return to sport protocols and guidance issued by the Permit Holder's national sport organization and provincial sport organization.
- 4.1.2. Failure to comply with the above-mentioned orders, directives and guidelines will result in the immediate loss of your rental time and further consideration to the cancellation of your seasonal contract if applicable.

4.2. Regulations

- 4.2.1. All applicants shall apply to the Use of Facilities Coordinator through the board website to become an approved user group;
- 4.2.2. All approved applicants are required to complete the New Permit request, uploading all supplementary documentation as required, including proof of insurance as described in section 4.6;
- 4.2.3. Applications for an account and new permits is available on the board website at www.smcdsb.on.ca;
- 4.2.4. Permits will not be issued when the use interferes with the regular school use as determined by the principal, in consultation with the Use of Facilities Coordinator;
- 4.2.5. The Board's Use of Facilities Coordinator maintains the right to cancel or alter any permit and will attempt to provide a minimum of 72 hours notice of permit changes;
- 4.2.6. The permit allows for no claim to compensation from the Board for any loss, damages or expenses resulting from the cancellation of a permit;
- 4.2.7. Failure or refusal by the permit holder to adhere to the permit may result in the cancellation and refusal to grant any further permits, as well as, any additional charges;
- 4.2.8. Board facilities are normally available for User Groups after 6:00 pm at elementary schools, 7:00 pm at secondary schools and 7:00 am – 9:00 pm on weekends. Times are fully dependent upon school / Board use. Use during the Christmas, March break and summer holidays may be available upon special request;
- 4.2.9. If use is approved for election poll booths, the Board must comply with the terms and conditions under the Election Act for use of the facilities by Federal, Provincial and Municipal governments that override all other users;
- 4.2.10. Following guidance from the Ontario School Boards' Insurance Exchange (OSBIE), the Board's Use of Facilities Coordinator shall not approve any activities that are deemed as "Extreme" or "High Risk such as, but not limited to; Wrestling, Gymnastics, Lacrosse, Floor Hockey, Bubble Soccer, Bouncy Castles, etc.;

- 4.2.11. Games of chance, illegal activities, the discharge of weapons, use of fireworks, dry ice, fog/smoke machines and/or pyrotechnical devices are not permitted on any part of Board property;
- 4.2.12. School and Board events shall take priority over External User Group activities;
- 4.2.13. There shall be no provisions for any overnight sleeping accommodations at or on any of our Board school sites based on the Ontario Fire Marshall's Guideline # OFM-TG-01-2002;
- 4.2.14. No permits will be authorized for overnight use of parking lots;
- 4.2.15. The Board maintains the right to require appropriate security and health measures for any event, with costs to be incurred by the permit holder;
- 4.2.16. School facilities shall remain locked at all times after regular school hours and on weekends subject to security protocols confirmed by the Board's Use of Facilities Coordinator. All external User Groups are therefore required to have a representative at the door to control entrance of participants from their group;
- 4.2.17. The Permit Holder must inform the Use of Facilities Coordinator, at the time of submitting the permit request, when they expect to have two or more groups attending on the same evening, at the same location, with different access times;
- 4.2.18. User groups may be charged additional fees, equivalent to a security check, where custodial staff are requested to allow access at different set times for user group members;
- 4.2.19. Specialty areas are prohibited from use unless pre-approved by the Board's Permit Office, such as, but not limited to: Weight Rooms, Kitchen/Hospitality, Science Labs, etc.;
- 4.2.20. With the exception of certified Guide Dogs and Service Animals, no animals/pets are permitted within a school facility during external community group access.
- 4.2.21. Note: As outlined in the SMCDSB Policy #LE-29, approval of such a request will be through an application process with required certification provided and notice of request must be submitted to the Use of Facilities Coordinator no later than 30 days prior to the requested access date to allow for proper review;
- 4.2.22. User Groups are responsible to have, or be able to present, their approved permit upon request at each time of use;

- 4.2.23. At the discretion of the Use of Facilities Coordinator, separate permits may be required for continued community use bookings that span more than a twelve (12) week period;
- 4.2.24. The permit holder's on site designated contact shall perform a security check with the custodian assigned at the end of their event. The user group shall be responsible for covering the costs of the security check. At the Elementary School level, a minimum of 5 minutes shall be added, and at the Secondary School level, a minimum of 10 minutes shall be added for the security checks. Actual time for security check will be determined at time of permit process. A security check form shall be signed off by both parties, after the security check is complete, after each time of use.

4.3. Responsibilities

4.3.1. Permit Administration

- 4.3.1.1. The administration of the Community Use of Schools permits shall be with the Board's Use of Facilities Coordinator through the Planning & Properties Department.
- 4.3.1.2. Permit requests and Insurance Certificates, must be received a minimum of 15 working days prior to the permit's first access date.
- 4.3.1.3. Permit applications shall be properly completed and processed with the required insurance confirmed. Once approved, the applicant will be invoiced and full payment must be received at least 10 working days prior to the permit's first access date.
- 4.3.1.4. NSF Cheques: Should a Permit Holder's cheque be returned to the Board as "non-sufficient funds" (NSF), the permit holder will be required to forward a certified cheque for the amount outstanding on their account, plus any bank charges incurred by the Board, for a minimum of \$25.00 cdn. dollars, within 10 business days upon notification of the NSF cheque.

4.3.2. Custodial Staff

- 4.3.2.1. Preparing for the user group by unlocking the required areas and turning on lights, etc. All other exterior and interior doors to non-approved areas, are to remain locked;

- 4.3.2.2. Allowing the user group access to the building as per the specified time noted on the permit;
 - 4.3.2.3. Clean up following use by the group;
 - 4.3.2.4. Securing the facilities and shutting off lights, alarming building, water flushing where applicable, as per Ontario Regulation 243/07 under the Safe Drinking Water Act, 2002, etc;
 - 4.3.2.5. Using the internal complaint form, reporting all damages and issues of misbehaviour arising from the group's use of the facilities with a copy going to the Principal and the Board's Use of Facilities Coordinator;
 - 4.3.2.6. Completing and forwarding custodial time sheets to the Supervisor of Custodial Services, with the affiliated permit number. Custodian to note any additional custodial time for extenuating circumstances due to the event. Supervisor of Custodial Services will forward a copy of the custodial time sheet to the Board's Use of Facilities Coordinator for confirmation as needed;
 - 4.3.2.7. Confirm the permit details and ensure proper scheduling of duties to accommodate the community use accordingly.
 - 4.3.2.8. Arrange for Custodial staff coverage for absences and overtime situations and to notify the Use of Facilities Coordinator as soon as possible if coverage can not be secured;
 - 4.3.2.9. Security checks – See 4.1.13.
- 4.3.3. The School Principal / Vice Principal / Building Manager shall be responsible for the following:
- 4.3.3.1. School / Board groups and activities;
 - 4.3.3.2. Communicating by the end of June, for the following school year, which rooms and equipment are unavailable for community use;
 - 4.3.3.3. Submitting a plan for school / building events to the Board's Use of Facilities Coordinator for the upcoming school year by the end of

June, where possible, but no later than the third Wednesday of August. For additional unscheduled events, a minimum of seven days notice is required;

- 4.3.3.4. Internal use permits not submitted to the Board's Use of Facilities Coordinator seven days in advance may not have adequate time for processing to meet the required building operations and custodial notification period to arrange for HVAC and Custodial scheduling;
- 4.3.3.5. It is the school's responsibility to respond to any incidents / issues arising from Internal School Use Activity permits (Any incidents arising from Community User Group Permits are to be brought forward to the Use of Facilities Coordinator);
- 4.3.3.6. Security Checks – See 4.1.13;
- 4.3.3.7. All Community Use user groups with permit questions and/or requests are to be directed to the Board's Use of Facilities Coordinator.

4.3.4. Community Use User Groups

The User Group Permit Holder shall be responsible for the following:

- 4.3.4.1. Creating and maintaining communications through a Community Use Permit account using the online permit system through the Board website;
- 4.3.4.2. Permits being submitted by a responsible individual, 18 years of age or older;
- 4.3.4.3. Having a responsible individual, 18 years or age or older, in attendance at all times during use of the facility;
- 4.3.4.4. Ensuring that all activities adhere to prevailing bylaws and that all necessary insurance, licences, permits, etc. are obtained and in place prior to use;
- 4.3.4.5. Confirming that the facilities are safe, fit and suitable for their permitted activity;

- 4.3.4.6. Parking only in designated areas. Fire routes and driveways shall not be blocked. Failure to comply may result in ticketing, towing, etc. Continued infractions may revoke the permit;
- 4.3.4.7. Payment of any charges incurred by the Board as a result of improper use of the fire or security alarms;
- 4.3.4.8. Familiarizing their group with all emergency exits. User Group participants and spectators are not to obstruct aisles, hallways or exits. All fire and safety regulations shall be followed;
- 4.3.4.9. Any and all personal injury, damage, loss or theft of clothing and or equipment;
- 4.3.4.10. Supervising all persons admitted to the facilities during the entire rental period;
- 4.3.4.11. Wearing clean, dry and non-marking (rubber-soled) footwear in the school gymnasiums;
- 4.3.4.12. Confining activities to the designated facilities as indicated on the permit and immediate corridors and washrooms;
- 4.3.4.13. Abiding with the Board's no smoking/no vaping policies. Smoking and/or vaping in Board buildings or on Board property is strictly prohibited;
- 4.3.4.14. Acknowledging that consuming or selling alcoholic beverages and/or recreational cannabis on Board property is strictly prohibited;
- 4.3.4.15. Cooperating fully with the Principal or Custodian or school designate;
- 4.3.4.16. Acknowledging that subletting or transferring of space by the user group is not permitted;
- 4.3.4.17. Accessing and vacating promptly at the time specified on the permit.
- 4.3.4.18. Facilities shall not be altered in any way. Facilities and equipment shall be left in the same condition in which they were received. Any damage to the facility space(s) or any equipment accessed will be the responsibility of the Permit Holder;

- 4.3.4.19. User Groups to cover any additional Custodial costs on weekends, to perform Water Flushing where applicable as per Ontario Regulation 243/07 under the Safe Drinking Water Act, 2002;
- 4.3.4.20. User Groups are to adhere to each school's Procedures concerning allergies, including the Board's Scent-Safe Workplace Program applicable to all facility locations (ie, Not to bring in, or wear, scented products, including any products with essential oils, that may affect any other occupants accessing the facility). Please visit the board website for more information;
- 4.3.4.21. User Groups shall advise the Board's Use of Facilities Coordinator and obtain approval, prior to any change in their use, such as but not limited to: time of use, food, crafts, extra participants, equipment requirement, etc.
- 4.3.4.22. Security Checks – See 4.1.13 and Best Practices: User Groups shall agree to the terms of conditions including the Security Protocols as defined by the Board's Use of Facilities Coordinator and including updates of these protocols;
- 4.3.4.23. User Groups shall understand and agree to the terms and conditions in the Community Use of Schools Procedural Guidelines.

4.4. Permits

- 4.4.1. Permit administrative fees are non-refundable, unless the facility is not available; Refund to User Groups shall be granted if the facilities have not been made available to them. Refund amount will depend upon times of use;
- 4.4.2. Changes to approved permits may result in an additional non- refundable permit fee if there are more than two revisions to any given permit;
- 4.4.3. User Groups shall not be refunded Permit Fee as a result of cancellation(s) of block bookings;
- 4.4.4. User group shall notify the Board's Use of Facilities Coordinator, a minimum of two (2) weeks in advance, of any cancellations or termination of their use. User Groups will not be refunded without the two (2) week minimum notice period;

- 4.4.5. User Groups accounts which have a credit balance over \$50.00 on June 30th of that school year will be issued a refund prior to the next school year. All refunds under \$50.00 must be requested in writing to the Use of Facilities Coordinator by August 1st of each year. If no request is made, the balance will not be carried forward.
 - 4.4.6. 4.4.6. Permit Booking dates will be revised or cancelled during days when the schools are unavailable due to inclement weather, experiencing building operating problems or labour disruptions. User groups are to check with the Board's Website at www.smcdsb.on.ca or to listen to the radio regarding Bus Cancellation notifications. If buses are cancelled in any or all zones, the Community Use permits shall also be cancelled for that zone, unless otherwise agreed in a separate contract;
 - 4.4.7. Permits may be revised or cancelled due to board construction or renovation projects or school sponsored events. Efforts will be made to work with the permit holder to determine an alternative location or date and not change fee will be applied.
 - 4.4.8. User Groups may make requests for school equipment as set out in the equipment rate schedule on the board website. Availability of equipment is at the discretion of the school principal and will be determined through review of the permit application.
 - 4.4.9. Security Checks – See 4.1.13;
 - 4.4.10. The Board's Community Use of Schools program will be managed by the Planning and Properties Department;
 - 4.4.11. Any group misconduct by an applicant shall be reported by the principal or custodian to the Board's Use of Facilities Coordinator. A verbal warning will be issued for the first misconduct, followed by a written warning for the second misconduct. A third misconduct may result in a letter canceling the permit. Depending upon the severity of the misconduct, the Board reserves the right to cancel the permit at any time without notification.
- 4.5. Insurance
- 4.5.1. The Board's insurance does not cover or protect Community User Groups;

- 4.5.2. User Groups shall require a minimum of \$2,000,000 public liability insurance, proof of which shall be submitted with the application form;
 - 4.5.3. The Simcoe Muskoka Catholic District School Board shall be named as an Additional Insured;
 - 4.5.4. The insurance policy shall contain a cross-liability clause protecting the Board against claims by the user group as if the Board were separately insured and protecting the user group against claims by the Board as if the user group were separately insured;
 - 4.5.5. The Board shall be indemnified by the User Groups for any action or claim being brought against the user group, unless arising out of the negligence of SMCDSB, its employees, agents or directors;
 - 4.5.6. Where there is continuous use of facilities, the insurance shall contain a clause that the policy will not be cancelled or changed without the Board first having received not less than 30 days written notice of such cancellation or change;
 - 4.5.7. If the Insurance Certificate does not include the 30 days written cancellation notice, the user shall re-apply on a month to month basis in which the non-refundable permit fee will apply;
 - 4.5.8. Where the user group's Insurance Certificate expires during their use, the User Groups shall automatically provide the Board's Use of Facilities Coordinator with an updated Insurance Certificate in order to continue the use of the Board's facilities;
 - 4.5.9. Facilities will not be approved for use without the required insurance documentation.
- 4.6. Restrictions
- 4.6.1. Large custodial cleaning equipment and/or chemicals shall not be accessed or used by User Groups.

5. School Sports Fields

- 5.1. Bookings of fields shall be the responsibility of the School Principals.

- 5.2. School Principals shall notify the Use of Facilities Coordinator through the submission of a permit to include all pertinent details including insurance and fees if applicable.

6. Fees

- 6.1. The fee schedule for use of board space is based on a cost recovery model and is reviewed annually. The fee schedule is posted on the board website.
- 6.2. Equipment rates may be applicable and requests must be selected at the time of permit application. A list of equipment rates is posted on the board website.
- 6.3. Availability of equipment will be at the discretion of the Principal at each location in consultation with the Use of Facilities Coordinator.

Use of Facilities Policy. Revised June 1, 2009

Report to ELC: June 2, 2009

Board Policy: June 10, 2009

Board Policy: May 21, 2019 (Section 4. Operating Procedures/ss 4.2.4.12 & 4.2.4.13)

Reviewed: Board Policy Review Committee Meeting #06-2021 (Wednesday, October 6, 2021)

Reviewed: Board Meeting #12, Wednesday, October 20, 2021