



## **Use of School Facilities**

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**Memo To:** All Staff

**From:** Director of Education

### **ACCESSIBILITY:**

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### **PURPOSE:**

To establish guidelines for School Administrators, Staff and Community stakeholders for the use of Waterloo Catholic District School Board (WCDSB) school facilities.

### **REFERENCES:**

- Executive Limitation IV 007 “Asset Protection”
- Executive Limitation IV 009 “Accommodations”
- APC018 Code of Conduct
- APC034 Bullying Prevention and Intervention
- Ministry of Education – Community Use of Schools
- Smoke Free Ontario Act – Ontario Regulations 48/06
- Elections Act (Municipal Elections Act, 1996 (S.O. 1996, c. 32, Sched);
- Election Act (R.S.O. 1990, c. E.6);
- Canada Elections Act (S.C. 2000, c. 9)

### **FORMS:**

- APF002-01F: [Board Partner Request](#)
- APF002-02F: [Not-For-Profit Status Application](#)
- APF002-03F: [Community and School Sign Out](#) - Private
- APF002-04F: [Weekend Overtime – Custodial Staff Contact Information](#) - Confidential

### **REPORTS:**

- N/A

### **APPENDICES:**

- Appendix A: [WCDSB Rules Governing the Use of School Property](#)



## COMMENTS AND GUIDELINES:

The Waterloo Catholic District School Board (WCDSB) acknowledges that the school is an integral part of the community and as such it adds to the spiritual, educational, recreational and social development of those who share it. Waterloo Catholic schools are the heart of the community providing success for all and a place for each. It is the intent of the WCDSB to have its facilities used in the best interests of the community, when they are not required for school or Board purposes. The use of WCDSB facilities must be complementary to the goals and beliefs of the WCDSB school system.

It is understood that the WCDSB will request adequate reimbursement, from the users, for expenses directly attributable to the use of the school, as outlined in the Community Use of Schools fees. The WCDSB applies the Ministry of Education-Community Use of Schools Grant to reduce the financial barriers for not-for profit youth activities. The grant is applied to reduce room rental charges and custodial charges for qualifying youth groups. (Refer to the [Ministry of Education – Community Use of Schools Guiding Principles](#) for definition of a qualifying youth group)

Groups, both adult and youth, requesting further reduction in fees associated with facility use, can be considered as a “Board Partner”. Criteria for further reduction of fees as a Board Partner include:

- Not-for-Profit organization providing a service to WCDSB staff, students and/or students’ families.
- Proceeds from the event assist the fundraising activities of the school or the Board. Individuals shall not make any profit from the event.
- The event is being organized by the Board’s Catholic partners (e.g. Parishes, Deanery) and not for personal events (e.g. anniversaries, birthday parties, showers, etc.). Parish requests must come directly through the parish office (if applicable) to ensure authenticity/approval, and to guarantee liability coverage through the parish insurance.
- The event is being organized by a charitable organization that benefits a wide range of our staff and/or students supported by the board (e.g. Red Cross, United Way)

“Board Partner” status does not guarantee the elimination of all fees - administration fees may still apply. A permit is always required and must be submitted within the time frame outlined in board policy. Insurance is always required, as per Board policy. Board Partner status is valid for the school year in which application is made. User must re-apply each year. A [Board Partner Request](#) (Form APF002-01F) must be submitted to the Community Use of Schools Officer for approval by the WCDSB Chief Financial Officer, a minimum of 1 month prior to the event.

### Defining User Groups

**School and/or Board User:** a school administrator, such as a Principal or Vice Principal, or a WCDSB school staff designate, booking space for a school event/curriculum-based activity or WCDSB related activity or training.

**Catholic Parish User:** as a member of the WCDSB Catholic Parish Community requesting to book space for parish-based activities. These requests must be initiated from the parish office.

**Community User:** any other person requesting to book WCDSB facilities, including WCDSB staff on behalf of an organization they belong to (i.e. WCDSB staff who volunteer as a coach with a minor sport organization).

### Priority for Processing Permits

WCDSB processes permits based on the following priorities:

1. **School/Board Permits** - School/Board users are requested to submit their upcoming school year space requests to Community Use of Schools for approval and to reserve school space. Permit requests may continue to be requested throughout the year and will remain a first priority over all other requests for processing. These types of requests will be encouraged to operate on the schools chosen ‘reserve night’. These permits will be reviewed for approval within 24 hours of submission, whenever possible.

2. **Permits for Catholic Parish Use** – Must be sanctioned by the parish and must be submitted by the parish office. These permits must provide as much lead time as possible. These permits will be reviewed for approval within 48 hours of submission, whenever possible.
3. **Board Partners – Not For Profit (NFP) Youth** – Groups such as EarlyON, Strong Start, etc. These groups have been approved by the WCDSB Chief Financial Officer as Board partners. These permits will be reviewed for approval within 96 hours of submission, whenever possible.
4. **Board Partners - NFP Adult** – Groups such as OECTA, UNIFOR, CUPE, PASS and others have been approved by the WCDSB Chief Financial Officer as Board Partners. Groups in this category pay only the permit application fees and out of pocket custodial costs. These permits will be reviewed for approval within 96 hours of submission, whenever possible.
5. **Board Partner** – Groups that have been established as partners with the board, through the approval of the WCDSB Chief Financial Officer and completed the [Board Partner Request](#) Form (APF002-01F), will have all of their fees waived. These permits will be reviewed for approval within 96 hours of submission, whenever possible.
6. **Child Care Centre** – After school programs and Child Care Centres (such as Rising Oaks Early Learning and the 'Y') running After School Programs in WCDSB properties. In these situations, the Principal of the school will designate room numbers for use and the organizations are invoiced monthly for use, based on agreements developed through the WCDSB Planning Department. These permits will be reviewed for approval within 48 hours of submission, whenever possible.
7. **Elections** – As part of the Elections Act, School Boards must make their facilities available in times of elections. Schools must meet certain criteria to be used for election purposes and will be assessed by officials when required. Municipal Elections are completed at no charge. Provincial Elections will cover cost of custodial overtime. Federal Elections will pay a set amount per poll plus custodial overtime.
8. **Permits with immediate Benefit to the Community**
  - a. **Renewal of Permits (in the order of youth, adult and community events).**
    - i) Renewal Permits MUST be for the same day, time and location as previous year
    - ii) Previous years permit must have been 'used' (not cancelled)
    - iii) Organization must be in good financial standing with WCDSB
  - b. **Not for Profit Youth Permits** – all participants (does not include leaders) must be 18 years of age or under (or under the age of 28 if participants are under a disability) as outlined by the [Ministry of Education – Community Use of Schools Guiding Principles](#). There should be no profits earned for the organizer. Users in the category must complete a [Not for Profit Status Application \(Form APF002-02F\)](#) on an annual basis. These permits require a minimum of 10 business days notice for review.
  - c. **Not for Profit Adult Permits** – if ANY participants are over the age of 18 and no profits are earned by the organizer. Users in this category must complete a [Not for Profit Status Application \(Form APF002-02F\)](#) on an annual basis. These permits require a minimum of 10 business days notice for review.
  - d. **Community/Business/Private** – Activities of a commercial nature for which admission/participation fees are charged or which are operated for private or corporate gain including, but not limited to, individuals and businesses charging for drama, music, art, dance, fitness, yoga, martial arts, basketball, soccer, theatrical/film productions, churches, fundraising events. These permits require a minimum of 10 business days notice for review.

**Outlined below is an overview of the process to follow, and the information to consider, when approving permit requests for use of WCDSB Facilities.**

1. Community Use of Schools Department will process and maintain a database of all use of school facility requests at the WCDSB.
2. All permits, once prioritized according to the above list, are processed in the order they are received, based on the date the permit request was submitted.
3. All **Summer Use** permits, are processed after Community Use of Schools Officer has received the construction/renovation projects schedule from the WCDSB Construction and/or Maintenance Team, for the upcoming year.

4. Last minute permit requests, will not be processed in any priority, other than listed above. WCDSB requires a minimum of ten (10) business days' notice to process most permit requests.

### **School/Board Permits:**

1. As stated by the Ministry of Education – [Community Use of Schools Grant Guiding Principles](#), “community use shall not interfere with the proper conduct of the school and programs”. All School and Board permits are therefore processed as a first priority and take precedence over any community user, regardless of when the school/Board user submits their permit request.
2. WCDSB schools are asked to submit up to 2 days/evenings per week, of their choice, in which the Community Use of Schools staff ‘reserve’, for specific school/Board use. Schools are encouraged to plan all their school events and curriculum-based programs during those reserved dates. Should schools choose to NOT submit these requests, the Community use of Schools Department will assume that reserved nights are not required at that particular school and will deem the space available for community use. Schools who have not reserved their 2 nights/week will continue to be able to reserve their school space for specific events through the school year.
3. School curriculum-based activities can include, but are not limited to, after hour’s activities for: Meet the Teacher Nights, School Council Meetings and Events, Parent/Teacher Conferences, Concerts, Plays, Science Fairs, Graduations, Book Fairs, Fundraising events, evening or weekend sports, parent/student council events and meetings. School Events also include times and dates when areas of the school are out of service for equipment set up (physical education equipment, chairs, performances, etc.).
4. For **school events**, when there are less than 30 participants (including spectators), supervision and security is expected to be arranged through the school administration and the head custodian or covered by the staff in attendance. When more than 30 participants (including spectators) are expected, custodial coverage **MUST** be arranged through the Community Use of Schools Department.
5. If custodial coverage is required for the event (i.e. weekend use and more than 30 participants, including spectators), the school will be required to cover that cost. Community Use of Schools Department will prepare an invoice immediately following the event, based on actual coverage required. Schools will provide payment either by cheque or with a budget code for a transfer of funds.
6. The school would **ONLY** be required to pay for the custodian when the school event is the only group in the school. Should there be a community group using space in the school during any time of the school event, the cost for the custodian is charged to the community user group.
7. Board Permits can include St. Louis Adult Education classes, International Languages, Night/Summer School, Planning Department, Information Technology, Co-instructional Activities, Construction and Maintenance – all of whom submit their own permit requests through the on-line permitting software; the Director’s office & Learning Services and other Board Departments – may request permits directly by contacting the Community Use of Schools Department.
8. Board permits will have rental provided at no charge. Board events may be required to cover the ‘out of pocket’ expenses that may be incurred, including custodian fees, equipment rental, technician fees, etc. In addition, any damage (false fire alarm pulls) incurred during a Board rental will be recovered through an internal budget transfer to cover the cost of repair or replacement.
9. If a school has equipment set up prior to an event (chairs for example), only the space with that equipment in it, needs to be reserved. The whole school should be booked for the day/night of the event only. The booking for any tear down afterwards should be in the applicable space, only.
10. Through agreements, many grounds (sports fields and diamonds) at WCDSB facilities are booked through the various municipalities. Any school/Board user requiring grounds to be booked after 6pm, May through to Oct, must do so by submitting a permit request. The WCDSB Community Use of Schools staff will inform the appropriate Municipality or Township responsible for field bookings to ensure the space is booked for school use (Please note: Municipalities and Townships will not book grounds prior to 6pm on school days).

11. Occasionally, Community Use of Schools Department receives requests outside of normal booking times (i.e. summer; overnight) for school programs. These requests will be reviewed thoroughly with the Community Use of Schools Officer and the schools administration staff in order to ensure they are school bookings and comply with the Business Code of Conduct (Refer to [APC018 – Code of Conduct](#)).
12. Community Use of Schools Officer will submit a memo for circulation to school administrators reminding them of the due date for school event permit submission a minimum of 45 days in advance of the deadline (i.e. May 1 for a June 15 deadline).
13. WCDSB Staff, representing another organization that they volunteer for, or requesting space for personal use, must submit permit requests for that organization in order to access space within a school (including the school at which they work). If the activity is not curriculum based, it MUST be treated like a community use permit and follow the same rules as outlined below. This includes requiring a paid, 'on duty' custodian if required. Staff may not act as the Board designate if renting space for personal use or on behalf of an organization.

### **Community Use Permits:**

1. The process to book a WCDSB facility begins by submitting a permit request found at [www.wcdsb.ca](http://www.wcdsb.ca)
  - a. The user must be an adult (over the age of 18) with a valid e-mail address.
  - b. As the authorized member of the group, the user must set their organization up in the data base (if not already listed). Details regarding the group's insurance coverage must be entered when setting up an organization. The user can then set up their own account and link it to their organization. The first member of an organization to be set up will be recognized by the system as that group's 'Person In Charge' and they will be responsible for approving anyone else from the organization wishing to have an account.
  - c. The user must agree to the "[Rules Governing the Use of School Properties \(APF0002-A1\)](#)".
  - d. The ONLY accepted method of payment is by Visa or Master Card. (Effective September 1, 2018)
  - e. A non-refundable administration fee per permit contract will be charged to community users, where appropriate.
  - f. All costs relating to a permit will be charged to the credit card on file on the last day of each month, for all account activity occurring during that month. This includes the non-refundable administration fee (permit fee), any applicable rental, custodial and alteration/cancellation fees and applicable insurance costs.
  - g. Applicants can check the status of their request by logging into their on-line account through the Community Use of Schools permitting software in [eBase](#). The permit status will be noted as either "New" or "Pending" until it is either "Approved", "Denied" or "Cancelled".
  - h. Once approved, applicants will receive a copy of their permit via e-mail and must have a current copy of the most recent approved permit with them while they are onsite.
  - i. A termination/cancellation fee will be charged in the event the user cancels or terminates their permit contract
  - j. A charge for booking alterations or cancellation within 5 days of the booking will be applied.
  - k. Fees for making false fire alarm pulls or calls to 911 will be levied on the appropriate group. The current charge, subject to change, is \$75 plus any additional emergency services truck dispatch, if applicable.
  - l. Permits must be requested via the online process a minimum of ten (10) business days prior to the activity. During periods of high volumes of requests, the approval process could take up to 4 weeks.
  - m. To request a school facility, the group must complete the on-line pages of the application form, indicating the category their organization's request will fit under:
    - i. Sanctioned School and Board activities
    - ii. Sanctioned Parish activity (must be submitted by the Parish office)
    - iii. \*Non-Profit Youth groups i.e. Minor Sports, Guides, Scouts, 4-H (Priority to local programs)
    - iv. \*Non-Profit Adult groups (must be open to the general community) (Priority to local programs)
    - v. Commercial/Business Groups (meetings, recitals, for profit sports groups) and personal use. (\*Groups may be required to complete the [Not-For-Profit Status Application](#) (Form APF002-02F) to confirm that they qualify to receive subsidy.)
2. Rates charged to community groups to use school facilities will be charged in accordance with the Community Use of School Fees schedule, reviewed and adjusted accordingly on an annual basis.

3. School and Board programs take precedence over Community Group Rentals. Schools are encouraged to schedule their events to take place on an existing school reserve night. In the cases where this can not occur, any requests for school or board programs may require Community Use of Schools staff to cancel the community user that has the space reserved on the date the school requires it. The Community Use of Schools staff will work with the community group to try and find a suitable replacement location.
4. All community use permits require a paid custodian to be on site for the duration of the facility rental (plus 30 minutes prior to the start for opening procedures and 30 minutes afterwards to perform closing procedures). Community Use of Schools staff follow the information provided by WCDSB Facility Operations Supervisors for custodial coverage or any restrictions on individual schools when reviewing and approving permit requests from community users.
5. Most community use permits will be subject to a non-refundable permit processing fee. There may be additional fees charged based on the type of permit request submitted, including room rental charges, custodian fees, equipment rental, technician fees, etc.
6. WCDSB elementary and secondary school facilities, when available, will be accessible to community users between the hours of 6:00pm and 10:30pm, Monday to Friday from the second week of September until the end of the second week of June. Facilities available for Saturday and Sunday use will be available between 8:00am and 10:30pm, provided custodial coverage is available. If a community user group wishes to access schools outside of the times listed, WCDSB Community Use of Schools staff will first receive written approval from the school administrators to grant approval for early admittance. WCDSB does not allow community use during school holidays (Winter Break, March Break, etc.). Community Use is also not permitted on statutory holiday weekends (Easter, Family Day, etc. for entire weekend Friday through to Monday). Where summer use is available, our sites are available Monday to Thursday from 7am until 3:30pm and Fridays from 7am until 10:00am ONLY, for 6 weeks following the first Monday of summer break.
7. WCDSB Community Use of Schools Department is authorized to permit community use during the times listed in #6 above, without receiving prior approval from the school's administration for the following spaces: gymnasium, washrooms, change rooms, foyer, and secondary school classrooms (not including specialty classrooms). For room requests outside of this list, written permission from the school administration is required. (Specialty Rooms include, but are not limited to, science rooms; computer labs; dance/fitness studios; art, music and drama rooms; woodworking, metal or automotive labs; hospitality rooms and kitchens). If special consideration is requested for a room not listed, the WCDSB Community Use of Schools Officer will assess an appropriate rate and will assign rooms based on conversations with the school administration.
8. WCDSB Community Use of Schools Department typically will only permit use of **space** within schools. Any equipment requests from community user groups (with the exception of basketball nets, volleyball posts, tables and chairs) must be negotiated between the user and the school administration. If the use of equipment is approved by the school administration, it may be added to the permit if WCDSB Community Use of Schools office receives the approval in writing from the school administration. Additional fees may apply for the user to access this equipment but is negotiated between the user and the school administration.
9. Any community user requiring grounds to be booked between May – October, need to notify the municipality or township responsible for those grounds' bookings. WCDSB Community Use of School staff will process permit requests for use of St. David's Catholic Secondary School Rubberized Track and Artificial Turf Field Facility and the Rubberized track and tennis Courts at Resurrection Catholic Secondary School.
10. WCDSB requires community users to submit permit requests to reflect only one school on one permit. (For example, if a user wanted to book every Tuesday and Thursday night for the school year at St. Mary's Catholic Secondary School and at Resurrection Catholic Secondary School, the user is required to submit 2 separate permits – 1 for Tuesdays and Thursdays at St. Mary's, and 1 for Tuesdays and Thursdays at Resurrection)
11. Community users **MUST** always submit their own permit requests. This moves any liability to the user to ensure the required dates, times and space is requested **AND** confirms that they are who they say they are (via password access)

12. All groups must provide liability insurance coverage for a minimum of \$2 million naming the Waterloo Catholic District School Board as an additional insured prior to their first scheduled booking date in order to be granted access to WCDSB facilities. Groups not covered by insurance and unable to provide an adequate Certificate of Insurance may purchase the required insurance from OSBIE (Ontario School Board Insurance Exchange) by indicating this when inputting their permit request.
13. Any group or individual using WCDSB school facilities must submit a new request each school year whether they have used the facility previously or not. Groups wishing to rebook the same dates, times and facilities for the following year must do so between June 15 and July 1. Any groups not following this procedure will lose their priority status. New requests for the use of school facilities can be input, starting July 2<sup>nd</sup>. for the following school year.
14. Custodians are required to complete a [Weekend Overtime – Custodial Staff Contact](#) (Form APF002-04F) and have it submitted to Community Use of Schools Department by Tuesday at 9am, prior to working any weekend overtime. In addition, the custodian will have the community permit holder (or Event Supervisor) sign the [Community Sign In/Out \(Form APF0002-03F\)](#) when they arrive and again when the group leaves. This form must be signed and returned to the Community Use of Schools Department within ten (10) business days.