

<b>Procedure Title</b>	<b>Community Use of Schools</b>		
<b>Date of Issue</b>	May 18, 2010	<b>Related Policy</b>	BP 5901-D
<b>Revision Dates</b>	October 19, 2011; September 13, 2016; October 5, 2016	<b>Related Forms</b>	
<b>Review Date</b>		<b>Originator</b>	Administrative Council
<b>References</b>			
Ministry of Education Memo 2016:B13 Community Use of Schools Program			

**Procedure:**

**1.0 RATIONALE**

- 1.1 Bluewater District School Board supports the Community Use of Schools initiative as set out in the Ministry of Education Memo 2016:B13 Community Use of Schools Program. This procedure will provide support in implementing community use of schools in all settings, and establishes guidelines and procedures for school principals, staff and community groups for the use of educational facilities.

**2.0 PROCEDURE**

**2.1 Definitions**

**I. Community Use of Schools**

The development of schools as **locations** where all people can stay active, gather to learn, and participate in activities.

**II. Community School Membership Fee Program**

Groups meeting with an adult leader/contact or instructor who does not receive direct compensation for his/her duties may do so under the *Community School Membership Fee Program*. The fee charged is “per person/per activity/per school/per school year” (See Appendix A). Equipment fees assessed will be credited to the appropriate day school budget at year end.

**III. Reciprocal Agreements**

Reciprocal Agreements are signed, current documents which support partnership arrangements for community use. These agreements are negotiated by the Permit Co-ordinator and/or the Superintendent responsible for Community Use of Schools, or designate, with terms and values agreed to by the “User Group” and the “School Principal”. All agreements are to be at NO COST to the Community Education Department, including administration, custodial and monitor costs, if applicable.

**IV. Capital Improvement Fee (Owen Sound Collegiate & Vocational Institute)**

A charge of \$1.00 per ticket for all tickets sold to public events held at OSCVI Auditorium. This fee is collected as part of the box office surcharge and allows for capital refurbishment of equipment related to the operation of the auditorium.

## 2.2 Responsibilities

### I. **School Principal/Designate**

It is the responsibility of the school principal/designate to make certain all school-sanctioned events are entered into the board's on-line permitting system no later than June 1<sup>st</sup> for the following school year, to confirm availability of school facility for community use.

It is recognized that day school activities take priority. Approved/signed permits with community organizations will be honoured by taking all necessary steps to accommodate the request.

### II. **Permit Co-ordinator/Designate**

The Permit Co-ordinator /designate is responsible for ensuring that all permits are completed and executed in a manner consistent with this procedure.

### III. **Plant Department/Head Custodian**

The Head Custodian is responsible for providing a custodial estimate and allocation of staff to support permit requirements.

## 2.3 General

All activities outside regular school hours must have a valid permit issued by the Permit Co-ordinator.

### I. **Community Permit Requests**

Applications should be submitted a minimum of four weeks prior to the occurrence of the event and are to be made through the online permitting system. Applications will go the Permit Co-ordinator for an initial overview, co-ordination with day school, approval/denial and cost. Requests will only be approved if all information has been completed and valid proof of insurance provided. Once approved, the applicant will receive a copy of the permit. Rules and regulations as set out on the permit will be acknowledged and agreed to upon signature. As soon as possible after the event, the Community Education Department will finalize the actual costs and forward to accounting for invoicing. Invoices are due upon receipt.

### II. **Board Cancellation**

Board cancellation may occur during periods of inclement weather or for any other reason beyond the control of the board. During inclement weather, evening community use will be determined on a daily basis based on several factors, which include but are not limited to, current weather conditions/forecasts and bus cancellations. Notice to permit holders will be made as quickly as possible.

### III. **User Group Cancellation**

User groups are required to give a minimum of two weeks notice of cancellation. A cancellation fee of \$25.00 will apply for less than two weeks notice.

### IV. **Holiday Periods/Non-day School time Periods**

Any use of facilities during holiday periods (e.g., summer, Christmas, spring break and statutory holidays) must be made well in advance of the standard minimum four (4) weeks notice to facilitate custodial schedules.

### V. **Risk Management(Group II and III Users)**

With community use of facilities and reciprocal agreements, user groups must agree to fully indemnify the board from and against any and all liability which the board may incur in any manner arising out of the use of or activity on the premises or property of the board. Proof of \$2,000,000 liability insurance noting Bluewater District School Board as an additional insured must be provided one week prior to commencement of an activity.

## 2.4 Classification of User Groups

Facility costs are determined by user group classification.

### I. **Group 1**

- a) Board/Principal sanctioned activities outside regular day school hours (e.g., student activities; staff/parent activities, and board employees (including Workplace Stewards/Locals) conducting non-profit activities clearly identified as board business or approved by the Director of Education)
- b) Municipal and provincial electoral polling stations
- c) Community Education activities as outlined in Board Policy BP 5902-D "Community Education" and related procedure AP 5902-D, including Community School Membership Fee Programming

### II. **Group 2**

- a) Community not-for-profit groups, including youth related community groups, recognized children's sports and recreation service providers and other not-for-profit or charitable groups such as local service clubs, community health associations, etc. as determined by Bluewater District School Board for activities that are open to the public
- b) Not-for-profit childcare operations, as per the Day Nurseries Act
- c) Post secondary educational institutions wishing to use facilities to offer courses/programs
- d) All activities or programs sponsored by federal, provincial or municipal governments such as political meetings open to the public, activities of townships, health units, etc., with the purpose of benefitting the community and from which there is no financial gain

### III. **Group 3**

- a) Profit-making groups or individuals desiring to use the facilities for the purpose of profit-making, either directly or indirectly.

## 2.5 Rental Fees

### I. **Facility Fees**

Facility fees will be charged in accordance with Appendix A – Use of Schools Facility Fees.

### II. **Operational Fees**

Operational fees will be charged on a cost recovery basis. All groups will be subject to costs as per estimates quoted on **Permit for Use**. Final costs will be determined following use.

Note: Facility and operational fees for Group 2 classified not-for-profit community users will be subsidized 50% by the Province of Ontario Community Use of Schools Program, while it is in effect.

**APPENDIX A  
USE OF SCHOOLS FACILITY FEES**

Prices quoted are on a per diem basis.

**Note:** Group II (Not-For-Profit) fees are subsidized 50% while the Province of Ontario Community Use of Schools Program is in effect.

<b>Owen Sound Collegiate &amp; Vocational Institute(OSCVI)- Auditorium</b>	<b>Group 1</b>	<b>Group II</b>	<b>Group II Subsidized Rate</b>	<b>Group III</b>
<b>Auditorium</b> with theatre seats (includes atrium, stage, music rooms) Subject to CIF (Capital Improvement Fee) of \$1. per ticket sold to public	Nil	\$600.	\$300.	\$900
<b>Auditorium</b> for Rehearsal (includes stage & music rooms)	Nil	\$100.	\$50.	\$150
<b>Auditorium</b> with banquet or chair set-up	Nil	\$400.	\$200.	\$600
<b>Atrium</b>	Nil	\$400.	\$200.	\$600
<b>Atrium</b> (if booked with auditorium for Banquet or chair set-up)	Nil	\$200.	\$100.	\$300

<b>Facility</b>	<b>Group 1</b>	<b>Group II</b>	<b>Group II Subsidized Rate</b>	<b>Group III</b>
<b>Cafeteria or Gymnasium (with stage)</b>				
Performance	Nil	\$375.	\$187.50	\$750
Rehearsal	Nil	\$50. per rehearsal	\$25.00 per rehearsal	\$100
<b>Gymnasium (Secondary):</b>				
Single	Nil	\$100.	\$50.	\$200
Double	Nil	\$150.	\$75.	\$300
<b>Gymnasium (Elementary):</b>				
Single	Nil	\$50.	\$25.	\$100
Double		\$75.	\$37.50	\$150
<b>Indoor Facilities:</b>				
Cafeteria	Nil	\$100.	\$50.00	\$200
Family Studies Room	Nil	\$ 75.	\$37.50	\$150
Technical Shop	Nil	\$150.	\$75.00	\$300
Classroom/Small Meeting Room	Nil	\$50.	\$25.00	\$100
Lecture Room/ Library/Large Meeting Room	Nil	\$75.	\$37.50	\$150
Computer Lab	Nil	\$100.	\$50.00	\$200
<b>Outdoor Facilities:</b>				
Athletic Fields (soccer, baseball, track)	Nil	\$50.	\$25.00*	\$100
Use of washrooms	Nil	\$50.	\$25.00	\$100
Parking Lot (if parking fees are charged)	Nil	\$50.	\$25.00	
Parking Lot (if no fees charged)	Nil	Nil	Nil	\$100

**\*subject to reciprocal agreement**

**Note:**

- 1) Air conditioning is not available in all buildings. In buildings where it is available, it will not be turned on during the summer recess unless arrangements are made well in advance of the rental function. Air conditioning costs will be calculated as required and charged to the user group.
- 2) Rentals may be subject to operational costs which includes personnel fees. Estimates will be noted on permits. An electrical surcharge may apply for the consumption of electricity beyond normal usage.

**COMMUNITY SCHOOL MEMBERSHIP FEE PROGRAM\*\* (CSMF) September to June**

<b>Membership</b>	<b>Use</b>	<b>Fee</b>	<b>Subsidized Fee</b>
Adults	Gym Usage	\$50.00 per person	\$35.00 per person
Adults	Non Gym Usage	\$35.00 per person	\$25.00 per person
Youth-up to 16 years	Gym/Non Gym Usage	\$10.00	No fee

\*\*This program is subsidized by the Province of Ontario Community Use of Schools Program.