

Use of School Grounds and Community Use of School Facilities	
Adopted: July 31, 1991	Last Reviewed/Revised: April 22, 2025
Next Scheduled Review: 2027-2028	
Associated Policies & Procedures: VI-64 Community Use of School Facilities VI-49 Use of School Facilities Election Day I-14 Smoking/Vaping Ban II-15 International Languages Elementary Program II-35 Access to School Premises VI-30 Access to School Premises II-45 Equity and Inclusive Education VI-54 Equity and Inclusive Education VI-60 Student Groups in Catholic Schools VI-52 After Hours School Paid Camp Activities III-16 Workplace Discrimination and Harassment	

Purpose

To facilitate the use of school buildings, grounds and facilities of the Halton Catholic District School Board (HCDSB) for community use in accordance with HCDSB policies, procedures, and school use requirements as amended from time to time, with no expectation of subsidy from or any cost to the HCDSB.

Application and Scope

This policy applies to:

- All school sites, buildings, facilities, playfields, playgrounds, parking lots, furniture and equipment under the jurisdiction of the HCDSB;
- All eligible community members, groups, organizations, institutions and agencies making application for use of HCDSB property;
- Eligible users who complete and gain approval for a community use of school facilities permit issued under this policy and associated procedures.

References

[Constitution Act, 1982](#)

[Education Act](#)

[Ontario Human Rights Code](#)

[PPM128](#)

Definitions

Permit Applicant: an individual submitting the request for the use of an HCDSB facility or property, for a specific date, time and use.

Community Use of School Facilities Permit: a document granting the Permit Holder use of an HCDSB facility or property, for a specific date, time and use.

Principles

- Use of school grounds and community use of school facilities will be in accordance with the HCDSB's policies and procedures, including *Policy II-45 on Equity and Inclusive Education*. HCDSB and its staff are committed to the elimination of discrimination in a manner which is consistent with the HCDSB's denominational rights under section 93 of the Constitution Act, 1982 and as recognized in section 19 of the Ontario Human Rights Code.
- Use of school grounds and community use of school facilities will be in accordance with the Education Act, subsection 301(2) of Part XIII and the Provincial Code of Conduct (PPM 128); whereby the HCDSB entering into agreement with another person or entity, other than the HCDSB, respecting the use of a school operated by the HCDSB, the HCDSB shall include in the agreement a requirement that the person or entity follow standards that are consistent with the code of conduct.
- HCDSB recognizes the importance of fostering cooperation with community organizations and endorses the concept of "Community Use of School Facilities" and therefore maintains appropriate procedures, rules and regulations to facilitate the application, approval, and issuance of permits for the use of its property under this policy.
- It is understood that a priority will be accorded to the educational program of the school and to the protection of buildings, facilities, playfields, parking lots, grounds, furniture and equipment.



Requirements

- HCDSB recognizes that as a publicly funded body and responsible community member, school buildings, facilities, playfields, parking lots, grounds, furniture and equipment should reasonably be made available to eligible Permit Applicants for community use where such use does not impede or compromise the educational programs offered in the HCDSB's schools or interfere with custodial and maintenance work programs, or violate the HCDSB's Governing Values or the core values of the Catholic Church.
- HCDSB recognizes while making its buildings, facilities, playfields, parking lots, grounds, furniture and equipment available for community use, there is a need to recover certain costs associated with such usage by community groups, organizations, agencies or individuals.
- HCDSB recognizes that a schedule of fees and cost recoveries should reflect the varying nature and purpose of community use of its school facilities and property.
- Formal agreements based on mutual benefit may be established with organizations, such as the Diocese of Hamilton, municipal parks & recreation departments, local community colleges and universities.
- The issuance of permits under this policy shall not establish a rental contract or otherwise between the HCDSB and any individual, group or organization. HCDSB staff may at any time, regardless of whether a fee has been paid, withdraw the use of any school building, facility, playfield, parking lot, grounds, furniture or equipment, if in the opinion of the HCDSB and in its unfettered discretion, the use to which HCDSB property is to be or is being put is incompatible with the HCDSB's mandate or not in the best interests of the HCDSB or the community.
- Community use of school facilities permits are not granted to individuals or groups unless liability insurance coverage acceptable to the HCDSB is provided through a recognized organization, by a third-party insurance carrier or purchased through the HCDSB.
- Community use of school facilities permits are not granted to individuals or groups unless an HCDSB representative, or a responsible person acceptable to the Superintendent of Facility Management Services, is on duty at the school site during the permitted event to protect the interests of the HCDSB by specifically opening the school, providing access to appropriate areas, ensuring the security of the HCDSB's property, respond to any emergency situations and secure the school at the completion of the program. Any, and all, costs associated with additional custodial staff time required to accommodate a Permit Applicant shall be charged to the permit applicant at a rate determined by the HCDSB.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board