

<h2>Community Use of School Facilities</h2>	
Adopted: April 1, 2019	Last Reviewed/Revised: March 21, 2025
Next Scheduled Review: 2027-2028	
<p>Associated Policies & Procedures:</p> <p>V-01 Use of School Grounds and Community Use of School Facilities</p> <p>VI-49 Use of School Facilities Election Day</p> <p>I-14 Smoking/Vaping Ban</p> <p>II-15 International Languages Elementary Program</p> <p>II-35 Access to School Premises</p> <p>VI-30 Access to School Premises</p> <p>II-45 Equity and Inclusive Education</p> <p>VI-54 Equity and Inclusive Education</p> <p>VI-60 Student Groups in Catholic Schools</p> <p>VI-52 After Hours School Paid Camp Activities</p>	

Purpose

To outline the procedures and practices exercised by the Halton Catholic District School Board (HCDSB) for community use of school facilities permits, in accordance with HCDSB policies and procedures, and school use requirements.

Application and Scope

This procedure 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.

Permit Holder: an individual that has been granted a community use of school facilities permit for the use of an HCDSB facility or property, for a specific date, time and use. The Permit Holder is identified on the community use of school facilities permit.

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*. The 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.

- 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, the municipalities of Halton Region, 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, 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 a 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 community use of school facilities office.

Requirements

HCDSB has many longstanding partnerships and agreements with various community partners and groups. As such, access to school grounds and the community use of school facilities shall be in accordance with existing agreements in place with the municipal parks and recreation departments and other community groups.

HCDSB Permit Conditions for Community Use of School Facilities Permits will be maintained by Facility Management Services staff and provided to all Permit Holders upon issuance of a Community Use of School Facilities permit.

The following principles are to be observed, pertaining to the logistics of community use of school facilities permits:

- School grounds are typically available for public use during the following hours:
 - a) school days: 6:00 p.m. – 10:00 p.m.;
 - b) non-school days: 8:00 a.m. – 10:00 p.m.;
 - c) alternate arrangements may be granted upon request, subject to approval by the Superintendent of Facility Management Services.
- An HCDSB Custodian(s) shall be on duty and will have the authority to demand corrective action by the Permit Holder and/or shut down the event. The Permit Holder will pay all applicable custodial costs. No exceptions.
- Facilities shall not be altered in any way to suit the users.
- All necessary equipment shall be provided by the users.
- Parking shall be restricted to designated areas. It shall be the responsibility of the users to control parking.

All Community Use of School Facilities Permits shall be issued based on the following principles:

- A community use of school facilities permit application is required for all bookings. The Superintendent of Facility Management Services or designate will review all applications and may issue a permit for the use of appropriate areas of HCDSB premises.
- Community use of school facilities permits change from time to time as users and the HCDSB make modifications to bookings. Permit Holders shall have a printed copy of the latest community use of school facilities permit on-site during their use of an HCDSB facility or property to show to HCDSB staff. In the event of a discrepancy between the Permit Holder's community use of school facilities permit and the HCDSB's copy, the HCDSB's copy shall prevail. Up to date community use of school facilities permits can be printed by Permit Holder's through the HCDSB's electronic permitting portal.
- Community use of school facilities permit applications and approval procedures, partnerships and reciprocal agreements are established such that HCDSB programs, HCDSB or school sponsored activities, continuing education, adult learning programs, custodial and maintenance work programs and facility repairs are given first priority.
- HCDSB and school sponsored events such as Catholic School Council meetings, parent/guardian interviews, celebrations, sporting events, concerts, school fundraisers, etc., receive first priority. Therefore, Principals must submit their school use requests by April 30th for the following school year to assist the community use of school facilities office in scheduling the use of school facilities.

- School staff shall plan their after regular school hours facility needs in advance of the school year, so as not to cause unnecessary cancellation of community use of school facilities permits after they have been issued.
- Parish sponsored events shall receive priority after HCDSB or school sponsored events and before other community groups.
- HCDSB reserves the right to cancel a community use of school facilities permit at any time without cause or sufficient notice, and in the event of such cancellation, there shall be no claim or right to damage or reimbursement on account of any loss, damage or expense incurred by the Permit Applicant.
- All Permit Holders must provide evidence of the following, where applicable:
 - Sponsorship by a recognized organization and the name, mailing address, telephone number and/or fax number and e-mail address of a contact person;
 - Certificate of appropriate liability insurance coverage or purchased liability insurance through the HCDSB;
 - Any licence or permit required by a government authority.
- All time limits as defined on the permit issued shall be observed.
- The Permit Holder must provide appropriate notice for the postponement and/or cancellation of a permit, in accordance with the HCDSB's permit conditions, which are provided to the Permit Applicant at the time of application.
- The determination of user group classification categories, rental rates, insurance rates, processing fees, custodial rates and other applicable costing shall be as determined by HCDSB staff.

In order to protect the HCDSB's property and to reduce unnecessary hazards to individuals or groups within the neighbourhood who may be using the grounds, the following principles have been adopted:

- The unauthorized use of school grounds by any type of motorized vehicle is strictly prohibited.
- The issuance of a Community Use of School Facilities Permit is subject to the terms and conditions approved by the HCDSB. Any individual or group that cannot agree to the terms and conditions for the use of school facilities shall not be issued a permit.
- If a Community Use of School Facilities Permit has been issued and the terms and conditions of the agreement have been breached, the permit will be cancelled immediately.
- Permit Holders will be held responsible to the HCDSB for costs associated with any and all damage to the buildings, facilities, playgrounds, parking lots, grounds, furniture or equipment.
- Permit Holders must comply with all HCDSB policies and procedures.
- Permit Holders must comply with all provincial and municipal fire safety standards and regulations.

- The Permit Holder shall be 18 years of age or older, accepts full and personal responsibility for the conduct and supervision of all persons admitted to school buildings and grounds, and is accountable for any and all damages as a result of the use of school property.
- The Permit Holder must be in attendance on the school property during the times and uses to which the permit applies, unless alternate satisfactory arrangements have been made with the Superintendent of Facility Management Services or designate.
- Proof of appropriate insurance coverage as determined by and satisfactory to the HCDSB shall be provided to the HCDSB before a community use of school facilities permit is issued.
- No alcohol use shall be allowed on HCDSB property except for school mass or events that are approved in writing by the Director of Education.
- The Permit Applicant is responsible for decision-making during the event and must be able to assume the lead role in facilitating and controlling all aspects of the event. All event workers must also be available to assist in maintaining control at the event.
- The HCDSB will not be responsible for any costs or losses incurred by the Permit Holder or their patrons or guests if HCDSB staff deems it necessary to close down an event prematurely due to a violation of the HCDSB policy or procedures while on HCDSB premises.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____
Director of Education and Secretary of the Board

