



POLICY:	A:03
EFFECTIVE:	Sept 1999
AMENDED:	Sept 2004, June 25, 2007 June 23, 2008
RELATED POLICIES:	B:01, B:04, B:05, B:06, SC: 11, Pr A:03
REPEALS:	
REVIEW DATE:	2010-2011

1.0 POLICY OBJECTIVE

To ensure that parishes and the community have reasonable use of the Windsor-Essex Catholic District School Board's buildings and properties subject to availability and certain other conditions.

2.0 DEFINITIONS

Community Use of Schools Program refers to the government program established in 2004 to provide assistance to district school boards to increase affordable access for Not-For-Profit Groups to both indoor and outdoor school space.

3.0 GUIDING PRINCIPLES

- 3.1 The Windsor-Essex Catholic District School Board shall operate its school buildings and property for the primary purpose of providing a suitable learning environment for the delivery of educational programs mandated by the Education Act and its regulations. The community use of Board buildings and properties shall in no way interfere with that purpose.
- 3.2 Community use of school facilities will be permitted provided that there is no additional cost to the Board as a result.

4.0 SPECIFIC DIRECTIVES

- 4.1 All bookings for the use of school facilities and administration of leases and agreements shall be the responsibility of the Board's Facilities Services Department. Principals are to ensure that all after-hours user groups, including school activities, have applied for and received approval from the Board's Facilities Services Department

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4.2 In keeping with the intent of the Community Use of Schools Program, the Board shall endeavor to provide fair and equal access to all user groups in the classification priority detailed within section 4.3 of this policy. Where there are multiple permit requests filed by applicants included within the same priority classification and those applications are filed before the deadline for filing as determined by the Facilities Services Department, Facilities staff will in all cases endeavor to distribute the facilities equally amongst those applicants. All applications coming in after the deadline for filing shall be processed on a first-come, first-served basis from the time of receipt in the Facilities Services Department.

4.3 Priority of Use By Classification:

Classification A
(First Priority)

School Use

All programs and inter-related activities operated or sponsored by the Board including sporting events.

Classification B
(Second Priority)

Parish/Diocesan Activities

All Parish/Diocesan directed activities including, but not limited to, marriage preparation, parenting, family life, parish youth groups, Knights of Columbus, etc.

Classification C
(Third Priority)

Community Non-Profit For Youths Under 18 or Disabled Groups under the age of 28

Not-for-profit local community groups whose activities directly involve children and youths under the age of 18 or under the age of 28 for disabled group (i.e., Scouts/Guides, YMCA/YWCA), etc.

Classification D
(Fourth Priority)

Not-for-profit recognized children's sport and recreation service providers involved with youth under the age of 18 or under the age of 28 for disabled groups.

This shall include those groups meeting the MTR's Recognition Criteria.

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Classification E
(Fifth Priority)

Not For Profit Adult and Senior Groups as determined by the WECDSB

Classification F
(Sixth Priority)

Community For-Profit

All other groups that are not included in category A, B, C, D and E. This includes for-profit groups and/or individuals, community-based groups, organized athletic or recreational groups or associations for which fees are charged as a condition of membership/participation.

Classification G
(Not applicable)

Child Care Operations

School based child care services including day nurseries under the Day Nurseries Act or Before or After School day care programs shall not be covered by this Policy, but shall be administered under Board Policy A: 21 Child Care.

4.4 The Superintendent of Facilities Services or designate shall determine areas and types of use permitted with consideration for the following:

- a. Any activity that could result in damage to school facilities shall be prohibited.
- b. Any use that interferes with the normal day-to-day operations of the schools shall not be permitted.
- c. No organization whose policies or activities are in opposition to the mission, values and goals of the Board shall be granted use of any property of the Board.
- d. Schools shall be made available as electoral polling stations.

4.5 Rental Season:

- a. Subject to section 3.2 of this policy, all schools shall be made available for rentals from October 1 to June 15 from Monday to Thursday and Saturdays generally at times to be established through Board Procedure, with the exception of Scouts Canada, Girls Guides, YMCA, and parish-related activities. These groups may use the

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facilities beginning in the third week of September, based on availability. Rentals shall not conflict with school activities including Parent/Teacher Interviews. Schools will not generally be available for rentals on Friday evening or Sunday.**

- b. Hours of availability are dependent on the scheduling of custodial staff. Some schools may not be staffed as late in the evening as other schools due to reduced custodial coverage.
- c. Overnight use of facilities shall be by special application only. Exceptions may be granted for special events through written application to the Board. This written application must be forwarded to the Board at least 3 months prior to the event and shall be approved or denied at the discretion of the Superintendent of Facilities Services or designate.
- d. Outdoor facilities will be available for rental from May 15 to October 31.
- e. School facilities will not be made available for rental purposes during all school holidays including but not limited to Christmas Break (For these purposes, the Christmas Break shall commence at 4 p.m on the Friday of the first weekend of the Break through to the first day of classes after the Break), March Break (this period shall commence at 4 p.m. on the last day of classes before the Break), Easter (commencing at 4 p.m on the Thursday before Easter), Summer Holidays**, all Board scheduled Professional Development Days, and days when schools are closed due to inclement weather, except for School/Day Care/Latch Key where special arrangements are made.

** Rental Period: Applications for summer rentals (first day after Canada Day Holiday as observed by Board and its unions to the second week of August) are to be forwarded in writing no later than April 1st to the Facilities Department. The Superintendent of Facilities Services or designate may grant special approvals for summer rentals or special approval for rentals on Friday evening or

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Sunday at his or her discretion in consultation with Executive Council.

4.6 Fees for Use of Schools

- a. It is the intent of the Board to provide discounted rental charges to not-for-profit organizations in accordance with guidelines and funds as provided for by the Ministry of Tourism and Recreation and the Ministry of Education.
- b. All discounted rates are dependant on funding from the Community Use of Schools Program. Should the funding allocation be discontinued, the rates will be reconsidered by the Board.
- c. User fees shall be established by the Superintendent of Facilities or designate, in consultation with Executive Council, and shall be reviewed annually and adjusted to ensure that the Board recovers totally the costs incurred through community use of school facilities. At a minimum, the rental fee schedule rates shall increase each July 1st based on the annual Canadian Consumer Price Index (CPI) as of the previous April 1st.

4.7 Exceptions to this Policy

- a. Festival Theatre, St. Thomas of Villanova (The Villanova Theatre Management Committee, 734-7671).
- b. Baseball field, St. Thomas of Villanova (Windsor Titans) provided a written agreement is finalized.
- c. Certain long-standing *written* agreements may contain clauses that override this policy.
- d. Joint-use agreements shall not be subject to this policy.

5.0 RESPONSIBILITY

- 5.1 The Superintendent of Facilities Services or designate shall be responsible for the implementation of this policy and any supporting administrative procedure.
- 5.2 The Superintendent of Facilities Services or designate shall provide an annual report to the Board detailing community use of Board property and the related costs.

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- 5.3 It is the responsibility of all user groups to have the necessary applications and supporting documentation delivered to the appropriate designated Board officials within the time periods established by the Board.
- 5.4 It is the responsibility of all user groups to abide by all provisions of this Policy, Board Procedure and all Board rules and regulations while using Board facilities.

6.0 REVIEW AND EVALUATION

- 6.1 The effectiveness of this policy shall be assessed through Trustee, staff and community satisfaction measures.
- 6.2 This Policy shall be reviewed during the 2010-2011 policy review cycle.

7.0 REFERENCES

Procedure A:03 Community Use of Schools
B:01 Smoke Free Schools and Sites
B:04 Keys to Schools
B:05 Property Damage/Vandalism/Theft
B:06 Access to School Premises
SC: 11 Trespassing
Community Use of Schools Program