



Northeastern Catholic District School Board

COMMUNITY USE OF SCHOOLS

Policy Number: C-3

Authority: 02-123/ 03-106/04-245/13-72/17-07

POLICY STATEMENT

It is the policy of the Northeastern Catholic District School Board to make Board-owned facilities available for the community use providing that the normal education program of the school can be maintained.

REFERENCES

- NCDSB Administrative Procedure APC001

DEFINITIONS

Nil

POLICY REGULATIONS

1. General

1.1 The Community Use of Schools Outreach Coordinator, in conjunction with the Manger of Plant, will manage the permit process ensuring written agreements (including acceptance of Regulations and Conditions for Use of Schools) and insurance are in place before approving the Agreement.

1.2 The school Principal may accept or reject applications during the five (5) days subsequent to receipt of the application.

1.3 The schedule of Users Fees for the different categories of community activities for use of school facilities shall be updated annually as approved by Senior Administration through the budget process, with the new fee schedule taking effect the following September. The Board shall retain approval authority for fees included in individual written agreements (such fees may vary depending on the scope of the agreement).

1.4 Application for the use of Board-own facilities must be made on the approved application form and/ or online permitting system a copy forwarded to the Manager of Plant and the Community Relations Officer and Director of Education or designate for approval.

1.5 Organizations using Board-owned facilities must accept responsibility for loss or damage to Board property or equipment, including security code violations which may incur costs to the Board.

1.6 Organizations using facilities on a regular basis (daily, weekly, monthly) may be issued a key by an authorized official of the Board. A refundable deposit may be required.

1.7 Principals shall promptly report any abuse of property or equipment to the Manager of Plant and the Community Relations Officer and Director of Education or designate.

1.8 All school programs or educational activities shall have priority for the use of facilities.

1.9 When custodial services are required by parish and/or community organizations, the organization shall be responsible for making the necessary arrangements with the local custodian, through the Manager of Plant or the School Principal, for such services. It is understood that costs for custodial services will be reimbursed to the Board.

1.10 Activities of all groups or organizations must be confined to the facilities assigned to the organization.

1.11 Whenever it is deemed advisable that requests not covered by this policy should receive special consideration, any such request shall be referred to the Director of Education or designate.

1.12 Events, activities and user groups shall recognize and respect the values and beliefs of our Catholic faith.

1.13 The Northeastern Catholic District School Board recognizes that a whole-school approach is required, and that everyone — government, educators, school staff, parents, students and the wider community — has a role to play in creating a positive school climate. Groups and organizations shall ensure that the Northeastern Catholic District School Board's Policies on Equity and Inclusive Education, Code of Conduct, Safe Schools and Violence Prevention and Bullying Prevention shall be abided by when on Board property as directed by Bill 13.

2. Parish Organizations

Parish organizations may use Board-owned facilities without charge unless custodial services are requested and/or required by the Board.

3. Non-Profit & Community Organizations & For Profit Organizations

3.1 Non-profit community organizations may use Board-owned facilities for regular meetings without charge, unless custodial services are requested and/or required by the Board and/or applicable insurance fees apply.

3.2 Special events sponsored by community organizations may be approved provided the organization agrees to pay for custodial services (where such services are required) and/or applicable insurance fees apply.

3.3 For Profit Organizations will be charged for the use of NCDSB facilities per rental space, with applicable fee for custodial services and applicable insurance costs.

4. Special Events

4.1 Permits requesting that alcoholic beverages be served on school premises are not allowed.

5. Schedule of Fees

Please refer to the Procedural Community Use of Schools Schedule of Fees for all applicable fees.

6. Additional Provisions

The Board reserves the right to accept or refuse any application and/or permit for use of school facilities.

7. Liability & Insurances

7.1 The rental group/organization agrees to the following:

7.1.1 To assume full responsibility for the acts and conduct of all persons admitted to the premises under the permit.

7.1.2 To supply and provide proof of insurance in the form of a Certificate of Insurance for General Liability insurance in the amount of two million dollars (\$2,000,000.00) naming the Northeastern Catholic District School Board as an additional insured on the policy. The Board will purchase insurance on behalf of groups who are unable to provide a Certificate of Insurance. The cost of the insurance will be reflected in the permit.