

Administrative Procedure 550 Community Use of School Facilities

Appropriate agencies and compatible services may use school facilities provided there are no appreciable increases to local educational costs or limitations to school activities.

Limestone District School Board recognizes that local groups and organizations have purposes and activities, which are of social and educational value to communities in the district. It also recognizes that, in many communities, school buildings provide the only suitable meeting places for such groups to pursue their activities.

Subject to the terms and conditions set out in the Regulations and this administrative procedure, the Limestone District School Board endorses the use of certain district-owned properties on the following premise:

1. Charges to local not-for-profit groups and organizations described in paragraph two above will be the allowable minimum based on funding eligibility requirements.
2. Charges to non-local groups sponsored by community organizations, and to local self-interest groups which are not open to the general public or which operate for profit, will be sufficient to recover those costs sustained by the Limestone District School Board as a result of such use.

1.0.0 RATIONALE

The Limestone District School Board endorses and encourages the community's participation in the use of its facilities and resources.

2.0.0 COMMUNITY USE

Limestone District School Board facilities will be made available for community use for the mutual benefit of students and the community, in a manner that is both fair and equitable. The Limestone District School Board will impose a charge based on the user group classification in accordance with the current facilities rate schedule in order to be fiscally responsible for the safety, cleanliness, maintenance, and security of any district facility, on a cost recovery basis, in accordance with the administrative procedures that follow.

3.0.0 ADMINISTRATIVE PROCEDURES

- 3.1.0 Community use of facilities must complement the intent of Limestone District School Board's mission statement as set out in Board Policy No. 1 District Mission and Vision. The first priority for the after-hours use of school facilities during the school year will be for school and Limestone District School Board activities as approved by the Principal and the Superintendent of schools and Manager of Facility Services.

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- 3.2.0 Facilities and resources shall be made available during the school year through the issuance of permits and written agreements.
- 3.3.0 The use of facilities and resources by community groups shall not be a financial burden to the Limestone District School Board.
- 3.4.0 The cost of administering, operating or maintaining the space for use by groups shall be the responsibility of the group benefiting from the use. The cost of administering, operating or maintaining the space for Not-for-Profit groups and organizations as defined in Section 3.11.0, will be at the minimum rate.
- 3.5.0 School facilities will be made available for use by community groups with custodial staff in attendance for safety, security and clean-up. Consideration shall be given by the Manager of Facility Services, in cooperation with the school principal, regarding custodial coverage for school/Limestone District School Board associated groups.
- 3.6.0 The community user group shall carry liability insurance of at least \$5 million and name Limestone District School Board as “Additional Insured” prior to the issuance of any rental permit.
- 3.7.0 The Facility Services Department, in consultation with the principal, has the authority to approve, deny and/or cancel a rental permit application.
- 3.8.0 First priority for indoor use of facilities will be for Group A. Second priority will be given to Group B. Third priority will be given to Group C; fourth priority will be given to Group D; and fifth priority will be given to Group E.
- 3.9.0 Priority for outdoor use of facilities will be for school/Limestone District School Board associated groups followed by recreation programs operated by municipalities that enter into reciprocal agreements.
- 3.10.0 All partnerships and/or reciprocal agreements that involve community use of schools will be reviewed every five years or as such agreements expire. This review will consist of an assessment of usage and value added to Limestone District School Board programs.
- 3.11.0 Definition: Not-for-Profit:
- Not-for-Profit corporations are incorporated for the purpose of carrying on, without financial gain, objects of a patriotic, charitable, philanthropic, religious, professional, sporting or athletic character. They are incorporated under Part III of the *Corporations Act* as corporations without share capital.

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For the purposes of this agreement not-for-profit is further defined as:

1. Not-for-Profit youth-related community groups:

These are activities run by local not-for-profit youth groups such as Boy Scouts, Girl Guides, 4H Clubs and Cadets, etc. Youth groups are those where the participants are under the age of 18 or under the age of 28 for groups serving people with a disability.

2. Not-for-Profit recognized children's sport and recreation service providers

As described by the Ministry of Health Promotions' definition of a Provincial Recreation Organization.

3. Not-for-Profit childcare operations

These are before and after school childcare programs delivered by eligible operators (as per the *Day Nurseries Act*) within the school board district.

4. Other Not-for-Profit or charitable groups

These are groups such as local service clubs, community health associations, seniors' groups, etc. as determined by the Limestone District School Board.

3.12.0 DEFINITION OF USER GROUPS

3.12.1 Group A

For internal users and for Municipal, Provincial or Federal elections.

3.12.2 Group B

The non-profit entities or other public agencies that use the school facilities whose primary purpose is to provide programs and/or services that are designed and operated to advance the academic success and healthy lifestyles of youth in the community.

3.12.3 Group C

The non-profit entities or other public agencies that use the school facilities whose primary purpose is to provide programs and/or services that serve the local neighborhood or community, but are not explicitly designed and operated to advance the academic success and healthy lifestyles of the children in the school and where zero or nominal admission or participation fees are charged.

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3.12.4 Group D

The non-profit or public entities that could be classed Youth or Community but who by way of this activity, raise funds for their host organization or other entities from admission, participation, membership or other such user fees.

3.12.5 Group E

The for-profit entities who are using the facility to raise revenue.

3.13.0 Charitable Status:

An organization established and operated for charitable purposes, that devotes its resources to charitable activities, has charitable status. The organization must be registered with Revenue Canada as a charity, under the *Income Tax Act*. Additionally, under the Ontario *Charities Accounting Act*, all charities operating in Ontario must be registered with the Public Trustees Office to be recognized as an incorporated charity.

4.0.0 RESPONSIBILITIES

4.0.1 The Facility Services Department will be responsible for the overall supervision and administration of processing of all rental contracts.

4.0.2 The Facility Services Department in conjunction with the site Principal will be responsible for approving and processing of all rental contracts through a central administrative booking system.

4.1.0 Custodial staff shall be responsible for:

4.1.1 Preparing and receiving for the user group, including managing equipment set up as specified and clean up.

4.1.2 Allowing the user group access to the facility.

4.1.3 Securing the facility.

4.1.4 Clean up after the user group has finished.

4.1.5 Reporting all damages arising out of the use of schools by any user group to the Principal in writing.

4.1.6 Completing and forwarding weekly with payroll timesheet custodial billing reports to Facility Services including the need for additional custodial time for extenuating circumstances due to the event.

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- 4.1.7 Retaining a copy of the user rental contracts sent to the facility from the Facility Services Department.
- 4.1.8 Arranging for custodial staff coverage as required for absences or for overtime situations, through their respective Caretaking Area Supervisor.
- 4.1.9 The caretaker is not authorized to permit the use of any facilities or equipment other than that indicated on the rental contract.
- 4.2.0 Principals shall be responsible for:
- 4.2.1 Providing opportunities for the community use of schools in accordance with Policy and ensuring that Board Policy is adhered to.
- 4.2.2 Obtaining rental contracts for **all** events and forwarding applications to the Facility Services Department 15 days prior to event, with supporting documentation for processing. See FORM 550-A, FORM 550-B
- 4.2.3 Approval of use of non specified areas including special classrooms, libraries and specialty rooms (science, computer and technology labs/shops).
- 4.2.4 Principals are responsible for School/Board Associated Groups and activities.
- 4.2.5 Submitting a plan to the Facility Services Department for school events for the upcoming school year by June 30th of the current school year.
- 4.2.6 Submitting the Available Equipment Form, which lists the available equipment for rental, for the upcoming school year by June 30th of the current school year. See FORM 550-D.
- 4.2.7 Informing the Facility Services Department at least one month prior of school functions that may interfere with after hours use by a contract holder.
- 4.2.8 Completing and forwarding a School Property Occurrence & Equipment Loss Report on all damages rising out of the use of schools by any user group to the Facility Services Department. See FORM 550-C
- 4.2.9 Familiarize and provide all rental applicants with School's Emergency Procedures.

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4.3.0 Community User Group/Function Supervisor/Applicant shall be responsible for:

- 4.3.1 Completing APPLICATION FOR THE USE OF SCHOOL FACILITIES FORM, EQUIPMENT RENTAL FORM and insurance forms (if applicable) and submitting these form(s) as well as Criminal Record Check(s) and other documentation required, to the event facility, 20 days prior to the event for processing. See FORM 550-A, FORM 550-B
- 4.3.2 Function Supervisor/Applicant shall be responsible for determining that the facilities are fit, safe and suitable for their permitted activity.
- 4.3.3 The Function Supervisor/Applicant is responsible for ensuring the school property is vacated promptly at the time specified on their rental contract or they will be charged for additional rental and/or custodial time.
- 4.3.4 The Community User Group/Function Supervisor/Applicant has no claim to compensation from the Board for any loss, damages or expense resulting from such cancellation.
- 4.3.5 The Community User Group/Function Supervisor/Applicant will confine their activity to the designated areas as indicated on the contract, and associated corridors/washrooms.
- 4.3.6 The Function Supervisor/Applicant shall be responsible for the conduct and supervision of all persons admitted into the school from the user group, and will ensure all requirements of the rental contract are met.
- 4.3.7 The Function Supervisor/Applicant is responsible for obtaining and providing Certified Proof of Liability Insurance, for any event, for the duration of said event, of at least \$5 million dollars naming the Limestone District School Board as Additional Insured prior to the issuance of any permit. Insurance Certificates are to be forwarded to the Facility Services Department and are to be filed with the application. Applications for the Use of Schools will not be processed until Insurance Certificates are filed with Facility Services.

5.0.0 RESTRICTIONS ON USER GROUPS

- 5.1.0 Permits will only be granted if signed by an individual of 18 years of age or older and the individual signing (Function Supervisor/Applicant) will be in attendance for the duration of the rental permit.
- 5.2.0 The Limestone District School Board is not responsible for any personal injury, damage, loss or theft of clothing/equipment of the user group.
- 5.3.0 Subletting of space by the Community User Group/Function Supervisor/Applicant is not permitted.

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- 5.4.0 Transferring of space by Community User Group/Function Supervisor/Applicant is not permitted.
- 5.5.0 Community User Group/Function Supervisor/Applicant must familiarize themselves with all emergency exits and fire plans. User groups are not to obstruct any means of egress (stairs, aisles, corridors, doors or exits).
- 5.6.0 Smoking in school buildings or on school property is strictly prohibited.
- 5.7.0 The consumption and/or sale of alcoholic beverages on any Limestone District School Board premises is strictly restricted. Alcohol Consumption/or sale is subject to the requirements of LCBO and approval of the Superintendent of Business. If such events are approved, then Insurance Certificates covering Alcohol Consumption and Liquor License from the LCBO must be filed at the school and forwarded to Facility Services one week before the event.
- 5.8.0 Except as specifically approved, the Limestone District School Board prohibits the use, possession, sale or provision of alcohol and other drugs at school, or school-sponsored activities. The service of alcohol at Board hospitality events may be permitted in extra-ordinary circumstances, provided that written approval is received from the Director of Education. To obtain written approval a business case must be submitted to the Director of Education during the event planning stage.
- 5.9.0 Community User Group/Function Supervisor/Applicant will ensure that all activities adhere to prevailing Federal, Provincial, Municipal and Limestone District School Board: laws, by-laws, acts, regulations, etc. and that all necessary licenses, permits, notifications, etc. are obtained and adhered to by the entire group.
- 5.10.0 Changes will not be allowed to electrical services without the approval of the Manager of Facility Services or his/her designate.
- 5.11.0 Parking is only permitted in designated areas. Fire routes and driveways shall not be blocked. Failure to comply may result in ticketing and/or towing.
- 5.12.0 The Function Supervisor/Applicant will be responsible for all charges incurred by the Limestone District School Board as a result of improper use of fire or security alarms.
- 5.13.0 The Community User Group/Function Supervisor/Applicant requires approval from the Facility Services Department for permission to allow animals on Limestone District School Board property except for those animals which aid a person with special needs.

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5.14.0 Failure or refusal by the Community User Group/Function Supervisor/Applicant to adhere to the rental contract regulations may result in cancellation and refusal to grant any further rental contracts for the use of Limestone District School Board facilities.

5.15.0 Community User Group/Function Supervisor/Applicant will not be allowed to hold any event without Certified Proof of Insurance as described in sections 3.6.0 and 4.3.7.

6.0.0 ADMINISTRATION OF RENTAL CONTRACT

6.1.0 Rental permits will not be issued for use of facilities during and after school hours when the use interferes with regular school use as determined by the Principal, in consultation with the Facility Services Department.

6.2.0 No school will be used where a Caretaker is not available unless the Principal in co-operation with the Manager of Facility Services assumes responsibility. The Principal must sign the appropriate waiver on the application form and forward to the Facility Services Department.

6.3.0 The Board will encourage Joint Use agreements for the outdoor use of facilities with municipalities on a cost recovery basis.

6.4.0 Facility Availability

6.4.1 School days will be established in the Limestone District School Board's school year calendar and school hours are defined as being from 7 a.m. to 5 p.m. inclusive. School facilities are normally available for community use after 5 p.m.

6.4.2 School facilities used by individuals or groups during the defined school hours (7 a.m. to 5:00 p.m.) will be subject to fees.

6.4.3 The Facility Services Department has the authority to administer flexible times where appropriate.

6.4.4 Rental contracts will not be granted for the use of school facilities during regularly scheduled maintenance projects, Professional Activity Days, Christmas Break, two weeks prior to the school year commencing and during the first week of school. Availability during the summer and March break will be according to caretakers' hours of work.

Rental contracts will not be granted for overnight uses of schools.

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6.4.5 The Limestone District School Board must comply with the terms as set out in the *Election Act* for use by Federal, Provincial and Municipal governments that override all other uses.

7.0.0 OPERATING PROCEDURES

7.1.0 All applicants are required to obtain and complete the APPLICATION FOR THE USE OF SCHOOL FACILITIES and attach supplementary documentation as required, including proof of insurance as set out in Section 7.7.0 and 7.8.0. See FORM 550-A, FORM 550-B

7.2.0 Application forms may be obtained at all Limestone District School Board facilities.

7.3.0 All applications must be received by the event school a minimum of 20 working days prior to the event. All applications must be received by the Facility Services Department a minimum of 15 working days prior to the event.

7.4.0 All questions regarding rental contracts or use of schools should be directed to the Facility Services Department at 220 Portsmouth Avenue, Kingston, ON K7M 0G2 (613) 544-6920 or 1-800-267-0935 Ext. 379 or at Ext. 221 and facsimile (613) 544-8569.

7.5.0 All school facility bookings are first processed through the event school for initial approval of the event and forwarded to the Facility Services Department for final approval and processing.

7.6.0 An applicant must be 18 years of age or older to obtain a permit.

7.7.0 All rental contract holders shall carry liability insurance of at least \$5 million and name the Limestone District School Board as Additional Insured. An insurance certificate, proving compliance with this requirement shall be provided before the application is approved.

7.8.0 If an applicant is not currently covered by a Liability Insurance Policy, the Limestone District School Board will provide the applicant the appropriate forms for insurance and the applicant is responsible for the full cost of the insurance. Rental applications will not be processed until Certified Proof of Insurance is filed with the application.

7.9.0 When the application has been approved, the applicant will be invoiced for the insurance fee, if applicable.

7.10.0 A fee of \$25.00 shall be charged for NSF cheques, and may result in the cancellation and/or denial of further use of Limestone District School Board facilities.

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- 7.11.0 Copies of the approved rental contract will be distributed to the applicant, the Principal of the school, the Caretaker, and the Facility Services Department will retain one copy.
- 7.12.0 Rental contracts for the next school year will not be processed before June 30 and every effort shall be made to accommodate rental contracts received on or before August 15. Processing of applications received after August 15 for repetitive events cannot be guaranteed. Exceptions may be made for long standing user groups in consultation with the Principal and the Facility Services Department.
- 7.13.0 The Facility Services Department must be notified of cancellations and/or changes as soon as possible. Three cancellations per rental contract will be accommodated, after which the charges will apply as per the rate schedule. Schools must be notified of cancellations or changes to contracts 24 hours in advance of rental otherwise cancellation and alteration fees will be applied as per the rate schedule.
- 7.14.0 Rental contracts for repetitive events will be cancelled if the contract holder has not informed the Facility Services Department of scheduled non-use, and the period of time since the last usage exceeds one month.
- 7.15.0 Rental contracts will be invalid during the days when the schools are closed due to inclement weather or for temporary purposes.
- 7.16.0 School use requests that result in the cancellation of a fee paying rental contract must be made a *minimum of one calendar month* prior to the date(s) required.

8.0.0 RATE SCHEDULES FOR USE OF FACILITIES

8.1.0 Indoor Facilities Charges per Hour

- 8.1.1 Rates to be determined annually using Board data to calculate a cost per sq.ft per hour formula applied to standard areas available for rent.
- 8.1.2 Adjustments to rates will be made for eligible groups and activities contingent on Community Use of Schools funding.
- 8.1.3 Rate changes for the upcoming school year will be published on the Board website by June 30th of the current year.

8.2.0 Outdoor Facilities Charges

Private functions using outdoor facilities (where reciprocal agreements with municipal recreation authorities or recognized athletic groups are not in effect) will be charged as per cost recovery calculations.

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8.3.0 Staff Assistance Charges

If applicable or outside of normal hours of operation staff assistance charges will apply for custodial services, board or student technicians and electricians as per published rates. Three hour minimums apply for overtime use.

8.4.0 Administration and Processing

Applicable rate for use of the facility, per the rate schedule, will be charged for non-use of booked facility. Non-use is a penalty for not showing up.

Air conditioning requests will be accommodated on a full cost recovery basis, if available at rental site for Groups C, D & E.

8.5.0 Equipment Charges – no equipment charges for Groups A & B.

Equipment	\$ per permit use	Note
Regular piano	\$ 40	Tuning extra
Grand piano	\$ 75	Tuning extra
Slide/overhead projector	\$ 15	With screen
Computer supported projector	\$125	With screen
DVD/television	\$ 25	
Scoreboard	\$ 10	
Sound system	\$100*	
Lighting system	\$ 50*	Technician may be required
Sale tables	\$ 10	Maximum of \$40.
Gym equipment	\$ 10	
Chairs	\$25 per 100	Maximum of \$100.

- Instructional equipment may be used with prior approval of the Principal at each site.
- Equipment availability varies with facility, with the approval of the Principal.
- All equipment charges will be determined in each case at the time of permit approval.

* KCVI Auditorium sound and lighting system charges are to be determined by the Principal and the Manager of Facility Services.

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9.0.0 AGREEMENTS WITH PROVINCIAL DEPARTMENT OR MINISTRY

9.1.0 Agreements shall be reviewed yearly by June 30th of each year.

9.2.0 Amendments to the fee structure for community use of school facilities will be adjusted to reflect changes in the “Community Use” allotment from the Ministry.

Legal References:

Education Act S. 171 (1) 24. Powers of Boards: Permit Use of School Buildings and Premises;

S. 183 (2) Powers of Boards: Joint Use of Facilities

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