



# KENORA CATHOLIC DISTRICT SCHOOL BOARD

## 500 Business Administration Procedures

### AP 505: Community Use of Schools & Equipment

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District school boards are responsible for coordinating community use of affordable school space when not being used for school purposes as a regular part of board business, and for engaging their municipalities in joint planning to facilitate community use of schools. To this end the Director of Education provides this procedure to support community use of schools.

**"Applicant", "Borrower", or "Requestor"** refers to a person or organization who initiates a booking request to use our Board's facilities.

#### 1. Intent

The intent of the Community Use of Schools Program, funded by the Ministry of Health Promotion is to encourage an increased use of community schools by not-for-profit groups at reduced rates.

As a result of signing a Community Recreation and Use Agreement with the Ministry for the current school year, the Kenora Catholic District School Board will be continuing to offer school space at reduced rates to not-for-profit community groups.

Our organization acknowledges and agrees that the reduced rates for school facilities will result in reduced program costs, or other direct benefits to our participants.

#### 2. School Use Activities

- 2.1 Usage will be of a recreation or educational nature.
- 2.2 The following activities are deemed by the Board not to be community interest activities: wedding receptions, socials, anniversaries, private parties, games of chance, lotteries, gambling, etc.

#### 3. Applicants

Applicants will be classified as follows:

##### 3.1 Group 1

Those to which facilities will be made available free of charge, other than custodian overtime, where required. This group will consist of internal board members/ groups , in-school groups, etc.

**3.2 Group 2**

Groups whose main purpose is one of education, recreation or charity. These groups **may** be charged a fee which will reflect actual operating costs, plus custodian costs, if required. This group will consist of children's groups (Ex: Girl Guides), church groups, music groups, recreational groups, etc.

**3.3 Group 3**

Non-commercial or commercial groups using facilities for profit making, where profits are retained by local clubs , organizations or individuals. These groups will be charged according to the current fee structure.

**4. Community Recreation and Use Agreement**

- 4.1** The Director of Education or designate will cooperate with the Ministry of Education to reduce fees and to increase access to schools for not-for-profit community groups.
- 4.2** The Director of Education or designate will monitor the use and financial effects on board facilities of the Community Recreation and Use Agreement.

**5. Permit Requests**

- 5.1** Requests for the use of School Board's facilities should be made through our online permit system, by creating an online profile at <https://kcdsb.ebasefm.com/rentals>
- 5.2** Permit requests must be approved by the Manager of Operational Services. Applicant receives a confirmation email for the permit approval.
- 5.3** It is recommended to review the Events Calendar and Hours of availability prior to booking request to verify the availability of the facility or space. For hours of availability, see Appendix-B.
- 5.4** The rental fees for the use of facilities shall be based on the Rental Fee rates set by the Board. See Appendix A.
- 5.5** The rental fees for community use of schools is subjected to change which reflect the pro rata share of the operating costs.
- 5.6** Invoice for the permit will be emailed to the applicant through our online permitting system.

- 5.7 Applicants shall clear any outstanding balances from previous bookings before submitting another request for facilities use.

## 6. Insurance

Your permit will not be approved until proper insurance has been arranged.

If you have your own insurance coverage, Kenora Catholic District School Board must be named as additional insured with a preferred minimum liability of \$5 million.

If you do not have insurance, Kenora Catholic District School Board will make arrangements to provide insurance coverage at a reduced cost through the Ontario School Board Insurance Exchange and the cost will be added to your invoice.

## 7. Payments

- 7.1 The payment for the amount reflected on the invoice is paid either in cash or a cheque payable to **"Kenora Catholic District School Board"**.
- 7.2 The payments are to be made at the reception of the Catholic Education Center, located at 1292 Heenan Place, Kenora, ON.
- 7.3 The permit holder receives a receipt at the time of payment. Any payments received will be recorded in the E-Base Community Use of Schools account within 2-3 business days.

## 8. Cancellation and Refunds

- 8.1 In the event of inclement weather or other unforeseen circumstances, the Board reserves the right to cancel the booked events and any applicable fees will be refunded for these days.
- 8.2 In the event of conflict between an approved school activity and the activity specified in the permit, the school activity shall have precedence. Any fees paid by the applicant will be refunded.
- 8.3 Refunds are made by cheque, payable to the borrower within 10 working days of cancellation or the borrower can add credit to their booking account for future bookings.

## **9. Responsibility**

### **9.1 Board**

The Board will accept no responsibility for personal injury, damage, loss or theft of clothing or equipment of the applicant, or anyone attending on the invitation of the applicant.

### **9.2 Applicant**

The applicant shall be responsible for

- 9.2.1 the conduct and supervision of all persons admitted to the facilities and/or grounds and shall see that all guidelines are strictly observed;
- 9.2.2 exits being kept clear from obstruction in case of fire;
- 9.2.3 paying for all damages and/or losses arising from the use of school properties;
- 9.2.4 ensuring that there is no smoking or vaping on the school facilities;
- 9.2.5 ensuring that there is no consumption of alcoholic beverages or unlawful use of drugs in the school facilities;
- 9.2.6 ensuring no permanent reconstruction (painting, fixtures etc.) of the borrowed space;
- 9.2.7 confirming that all persons admitted to the function being held have vacated the school buildings or grounds promptly on the time specified on the permit;
- 9.2.8 refraining from the use of facilities and/or equipment not designated on the permit;
- 9.2.9 conveying all fire and emergency procedures to all the attendees of the event;

**Legal References:**

Education Act S. 286(j) Duties of supervisory officers to supervise buildings and property

Joint Policy Statement by the Ministry of Tourism and Recreation and the Ministry of Education, July 2004

Effective Date: September 01, 1985  
Latest Review Date: March, 2010, July 6, 2018, November 14, 2018  
Latest Revision Date: March 12, 2018, July 6, 2018, November 14, 2018

**Appendix-A**  
**Rental Fee for Community Use of Schools as of September 1, 2017**

<b>Space Type</b>	<b>School / Facility</b>	<b>Rate</b>
<b>Athletic Field /Track/Grounds</b>	St. Thomas Aquinas High School	\$15.00/hour
<b>Cafeteria</b>	St. Thomas Aquinas High School	\$4.00/hour
<b>Classroom</b>	All Schools	\$1.50/hour
<b>Computer Lab</b>	Pope John Paul II School	\$1.50/hour
	St. Thomas Aquinas High School	\$1.50/hour
<b>Corridor</b>	All Schools	\$1.50/hour
<b>Foyer</b>	École Ste-Marguerite Bourgeoys	\$1.50/hour
	St. Thomas Aquinas High School	\$1.50/hour
<b>Gymnasium</b>	All Schools	\$8.00/hour
<b>Industrial Arts</b>	St. Thomas Aquinas High School	\$1.50/hour
<b>Kindergarten Kitchen</b>	École Ste-Marguerite Bourgeoys	\$1.50/hour
<b>Lecture Theatre</b>	Multi-Skills Training Centre	\$5.00/hour
<b>Library Resource Centre</b>	All Schools	\$4.00/hour
<b>Meeting Room / Seminar Room</b>	Kenora Catholic District School Board- Education Centre	\$1.50/hour
<b>Music Room</b>	St. Thomas Aquinas High School	\$4.00/hour
<b>Outdoor Classroom</b>	École Ste-Marguerite Bourgeoys	\$1.50/hour
	Pope John Paul II School	\$1.50/hour
<b>Science Lab</b>	St. Thomas Aquinas High School	\$1.50/hour
<b>Stage</b>	St. Thomas Aquinas High School	\$1.50/hour
<b>Technical Lab</b>	Multi-Skills Training Centre	\$1.50/hour
<b>Custodian Overtime Rate</b>	All Facilities	\$40/hour
<b>Administration Fee (If Applicable)</b>	All Facilities	\$10.00 – flat fee

To use a facility, you must agree to the Rental Fee as presented above.

**Appendix- B**  
**Hours of Availability**

<b>School</b>	<b>Period of Week</b>	<b>Hours of Availability</b>
<b>All schools</b>	Monday to Friday	4:00 p.m. to 9:30 p.m.
<b>Elementary Schools</b>	Saturday and Sunday	8:00 a.m. to 9:30 p.m.
<b>Secondary Schools</b>	Saturday	8:00 a.m. to 9:30 p.m.
	Sunday	8:00 a.m. to 9:30 p.m.
<b>Catholic Education Center</b>	Monday to Thursday	None
	Friday	6:00 pm to 9:30 p.m.
	Saturday and Sunday	8:00 a.m. to 5:00 p.m.