



**COMMUNITY USE OF FACILITIES POLICY**

ADMINISTRATIVE OPERATIONAL PROCEDURES

**GENERAL CONDITIONS**

1. School facilities are primarily for the use of the school and permits shall be granted in compliance with educational programs offered in the Board’s schools, custodial and maintenance programs, and the Board’s Mission, Vision and Values and the Code of Conduct.
2. Applications for the use of facilities or grounds by community-based groups and organizations will be received by the Controller of Facilities Services or designate through the Niagara Catholic Community Use Online Reservation System. The Controller of Facilities Services or designate will decide on the approval of each application.
3. The general term of indoor permits will be from October 1 to the first Friday in August in the current school year of issue.

***INSIDE FACILITY - Hours available for permit groups***

Weekdays elementary facilities 6:00 p.m. - 10:00 p.m.

Weekdays secondary facilities 6:00 p.m. – 9:30 p.m. \*

Weekends all facilities 8:00 a.m. - 10:00 p.m.

***\*The Controller of Facilities Services or designate will consider requests for permits outside the time indicated for approval. Any additional costs for caretaking, if required, will be charged to the permit holder at full cost recovery.***

4. Use of grounds will be from May 1 to October 1 for elementary schools only.

***GROUND S - During school year - Hours available for permit groups***

Weekdays 6:00 p.m. to dusk

Weekends 9:00 a.m. to dusk

***GROUND S - During summer months - Hours available for permit groups***

Weekdays 9:00 a.m. to dusk

Weekends 9:00 a.m. to dusk

5. Secondary school playing fields are not available to permit groups without a reciprocal agreement.
6. Unless otherwise approved by the Controller of Facilities Services or designate, schools and other facilities will be closed for permit users on the following dates:

***Thanksgiving Weekend***

***Christmas Holidays***

Friday to Monday inclusive

Two week shutdown, including Friday to commencement of school on Monday (except for school use)

**Family Day**  
**Mid-Winter Break**

Monday  
Friday to commencement of school on Monday  
(except for school use)

**Easter Weekend**  
**Victoria Day Weekend**

Holy Thursday to Easter Monday inclusive  
Saturday to Monday inclusive

**PA Days with custodial staff participation**

(except for child care operators)

7. The person who obtains a Community Use of Facilities permit shall be 18 years of age or older, shall accept full and personal responsibility for the conduct and supervision of all persons admitted to Board facilities, and shall be accountable for any and all damages resulting from the use of Board property.
8. The person who obtains a Community Use of Facilities permit must designate and identify a person who will be in attendance at the facility during the times to which the permit applies on the permit application.
9. A Custodian (subject to the Collective Agreement), security person or responsible person acceptable to the Controller of Facilities Services or designate may be assigned to the permitted facility to protect the interests of the Board by opening the facility, flushing water lines where applicable, providing access to appropriate areas, ensuring the security of the Board's property, responding to emergency situations and shutting down and securing the building at the completion of the program. Costs associated with the additional staff may be charged to the permit holder.
10. Custodial staff is on duty for the care and protection of school property and not as supervisors of an activity in progress. All participants and spectators attending the permitted event must be supervised by the permit holder or designate.
11. The Board will not be responsible for personal injury or for the loss or damage to personal belongings of participants or spectators inside the building or on the property.
12. Smoking and/or vaping is not permitted on Board property. The permit holder shall be responsible for enforcing this regulation.
13. All parties are to follow standards of behaviour that are consistent with the Provincial and local Code of Conduct when using space in our schools.
14. Exits must be kept free from any obstruction. Exterior doors are to be locked at all times and are not to be wedged open. If necessary, a monitor is to be stationed at the door to admit guests and to keep the door secure at all times.
15. Sleepovers are not permitted in Board facilities.
16. Any advertising for the Community Use activities, which identify the school as the location, must have written permission by the Controller of Facilities Services or designate prior to distribution.
17. No parking is permitted on lawns or asphalt play areas.
18. The Controller of Facilities Services / designate will monitor and record group activity complaints received and take appropriate action.
19. The use of specialty rooms (such as computer/technology labs, science rooms, sensory rooms), staff rooms, offices and storage space will not be granted to outside organizations.
20. Permitted classrooms will be assigned by school principals and Facilities Services staff. Approved classroom use shall respect and adhere to the following: do not erase items on the blackboard, disturb bulletin boards or use teacher's aids within classroom, furniture must be put back and

electronic or technical equipment is not for community use unless previously approved on permit application.

21. Professional movers approved by the Board and paid by the permit holder must carry out moving of any school piano from stage to floor or vice-versa. Pianos must be returned to the same location in which they are found. When the permit holder requests tuning of pianos, a charge will be made.
22. Facilities shall not be physically altered in any way.
23. Appropriate attire for the activity including footwear (e.g. clean rubber-soled, non-skid and non-marking athletic shoes during athletic functions held in gymnasiums) must be worn by the active participants of the permit group. Permit holders will be responsible for cost associated for additional cleaning.
24. Decorations must conform to fire safety practices as recommended by the Fire Department. The Board reserves the right to request inspections by Fire Department, Municipal and Provincial officials as deemed necessary. Any violations with respect to the above conditions may result in immediate cancellation of the Community Use Agreement.

## PERMIT APPLICATION AND PROCESS

All individuals or groups (including Board staff) must apply and pay for use of Board facilities through the Niagara Catholic Community Use Online Reservation System at <http://ncdsb.ebasefm.com/communityuse/>

School Administration shall plan their after school hours facility needs in advance. The system will be available up to July 7<sup>th</sup> to school principals to enter their permit requests, prior to public bookings.

Board staff, no user fee and not-for-profit groups will be able to enter their permit requests from July 7<sup>th</sup> to August 31<sup>st</sup> and all other groups after September 7<sup>th</sup> for the coming school year. Upon approval, a permit number will be issued.

1. All after school events using Board facilities must have an approved Community Use of Schools Permit.
2. Applicants must be 18 years of age or older to obtain a permit.
3. Permits will be issued for a minimum of 1 hour.
4. Permits are valid for the current school year only. Applications must be made on a yearly basis.
5. Applications for community use must be received at least ten (10) working days prior to the date of use.
6. Depending on the classification of the user group, a non-refundable permit administration fee for community use of facility will be charged.
7. Applicants are required to pay the applicable fees for any time or space used that exceeds the information stated on the permit.
8. Applicants are required to provide a valid credit card on their application form and agree to update their credit card information as required.
9. All taxes imposed on the sale of tickets for an event and all arrangements in regard to taxes shall be the responsibility of the organization using the facility.

10. It is the responsibility of the permit holder to be aware of and adhere to Canadian copyright laws. Copyright authorization and reimbursement of the appropriate license fees is the sole responsibility of the permit holder.
11. Cost for the improper use of fire and security alarms or equipment will be charged to the permit holder.
12. The permit holder will make restitution for any damages caused.
13. It is the responsibility of the applicant to examine the facility to ensure its acceptability for the event.

## USER GROUP CLASSIFICATIONS

### **Classification A**

Board or school sponsored activities including: school council events, school dances, school sporting activities and Continuing Education, Catholic Church Services, Masses and Religious Instruction Classes.

### **Classification B**

Not-for-profit youth related community groups providing services free of charge and no user fee.

### **Classification C**

Not-for-profit youth related community groups including activities run by local not-for-profit youth groups, groups directly involved with children and youth including scouts/guides, YMCA/YWCA, 4H clubs, Special Olympics and other youth groups where the activities are intended for participants under the age of 18; not-for-profit recognized children's sport and recreation service providers including members or affiliates of Provincial sports organizations that are recognized by the Ministry of Tourism Culture and Sport; not-for-profit child care operations – before and after school child care (as in the Child Care and Early Years Act, 2014).

### **Classification D**

Not-for profit adult related community groups or other charitable groups such as local service clubs, community health associations, senior groups, etc. as determined by Senior Administrative Council, Niagara Catholic staff members booking a personal event.

### **Classification E**

Commercial or profit groups including religious, cultural, service and recognized political organizations (Federal/Provincial/Municipal); individuals or groups providing services and programs for the community and charging participation or user fees (paid instruction/supervision) including music, dancing, arts, drama, gymnastics classes, sports and other groups including driver education programs, partnership in education – colleges and universities, enterprises, general public, Niagara Catholic staff members booking a for profit event.

The Board may enter into negotiated agreements for defined space requirements. Such agreements may include before and after school programs, licensed child care centres, elections and polling stations, and reciprocal agreements.

## INSURANCE

All permit holders shall carry liability insurance of at least \$2 million and name the Niagara Catholic District School Board as an additional insured. An insurance certificate proving compliance with this requirement must be provided before the permit application is approved. Where there is ongoing, continuous use, the insurance will contain a clause that it will not be cancelled or changed without the Board first having received not less than 30 days written notice of such a cancellation or change.

If an applicant for a permit is not able to provide their own liability insurance, the applicant can apply for the required insurance through the School Board under the following terms and conditions:

- The applicant must agree to pay the premium at the time of the application;
- The applicant must satisfy itself as to the limits of coverage and the exclusions from coverage;
- The applicant must be truthful in providing full information about the event that may be necessary to assess the risk;
- The applicant acknowledges that the Board would prefer the applicant to arrange their own insurance coverage. The Board assumes no liability with respect to the administration or placing of the insurance and the applicant releases the Board from such liability.

## CANCELLATION OF PERMITS

1. In the event of cancellation of the entire permit or individual booking(s) within a permit, the permit holder must contact the staff assigned to community use coordination a minimum of seven (7) working days in advance of the booking. The cancellation must be in writing through the Community Use Online Reservation System. Failure to do so may necessitate full charge for the rental facility. A cancellation fee will be applied in all cases and caretaking charges may apply the permit administration fee will not be refunded for any cancelled permit.
2. Should an approved permit booking be modified within five (5) working days of the approved use, a cancellation fee may be applied.
3. Designated Board administrative staff may, at any time, cancel or withdraw the use of any facility, without cause or sufficient notice. In the event of such cancellation staff will endeavour, if requested, to find an acceptable alternate location. There shall be no claim or right to damage or reimbursement on account of any loss, damage or expense incurred by the permit applicant/holder.
4. Permits shall be invalid during the days when the schools are closed due to inclement weather. The [School Operations for Inclement Weather and Workplace Closure Policy 500.1](#) will prevail in the event of school closures. Refunds or rescheduling of cancelled events must be applied for within the school year and will be undertaken at no cost to the user group.

## SERVING OF ALCOHOL ON BOARD PREMISES

*(This applies to all permit groups and Board staff)*

When any group (including Board staff) proposes the consumption of alcoholic beverages during the rental period, it must be stated in the Community Use Online Registration Application and the appropriate licensing must be obtained. In addition, the following conditions must be met:

1. One individual is to be designated (name to be provided to the Board in advance) as the person in charge of the bar and must have a Smart Serve Certificate. The designate must be given specific instructions and authority by the applicant to refuse alcoholic beverages to any person appearing to be intoxicated. Any individual serving alcohol must have a Smart Serve Certificate.

2. The application, together with all required information (Special Occasion Permit, alcohol insurance), is to be submitted one month in advance to the staff assigned to community use coordination.
3. Where alcohol is served, Alcohol Liability Insurance in an amount no less than five million dollars with the Niagara Catholic District School Board named as an additional insured and Special Occasion Permit obtained from the Alcohol and Gaming Commission of Ontario must be carried by the user group.
4. Persons under the age of 19 must not be served alcohol.
5. Food must be served in conjunction with alcoholic beverages.
6. When alcoholic beverages are served, a custodian must be in attendance at the event and be responsible to lock up. In addition to the applicable rate, the organization must pay for this custodial assistance for the duration of the event.

## EQUIPMENT

### **Technical Equipment**

Equipment such as sound and audio visual is not included as part of the permit agreement. These items must be arranged directly with the school principal and additional charges may apply.

Rental of any equipment is granted on the conditions that:

- The principal is satisfied that a competent operator will operate the equipment;
- Such equipment is used within the building to which it was assigned.

### **Other Equipment**

All other equipment required during the approved permit booking must be identified on the permit application.

Other equipment includes such items as basketball nets, volleyball standards, score clocks, bleachers, tables and chairs.

**Adopted Date:** April 28, 1998

**Revision History:**  
 April 18, 2000  
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