

SCHOOL-COMMUNITY RELATIONS	8000
USE OF SCHOOL BUILDINGS, FACILITIES AND GROUNDS PROCEDURES	8011

1. The Policy

It is the policy of Lakehead District School Board (LDSB) to make available to the community the Board's school buildings, facilities and grounds provided such use does not conflict with regular school use and is implemented in a cost neutral manner.

2. Implementation Procedures

2.1 Responsibilities

- 2.1.1 The designated superintendent will be responsible for the overall supervision and administration of the program.
- 2.1.2 The principal of the school or their designate shall be responsible for approving all applications/permits.
- 2.1.3 The Community Use of Schools outreach coordinator is responsible to ensure the effectiveness and efficiency of the community use program, including processing of permits that have been approved by the principal.
- 2.1.4 The Community Use of Schools outreach coordinator is responsible for meeting the Ministry of Education program and reporting requirements.

2.2 Application/Permit

- 2.2.1 All community groups must complete an online application with the Board's web-based community use program in order to use Board facilities. All community groups must register with the Community Use of Schools outreach coordinator to have access to make an online permit application.
- 2.2.2 Refer to the Community User Group categories in Appendix A to determine if fees apply.
- 2.2.3 Application for the use of school facilities should be submitted no later than 14 days prior to the scheduled activity.
- 2.2.4 Permits will be valid for the current school year only. Applications must be made on a yearly basis.
- 2.2.5 Applications will be accepted throughout the summer for the coming school year; however, processing/approval will be delayed until after September 1, when the principals are in place for all schools.
- 2.2.6 Approved applications/permits will be distributed to the applicant, principal, Community Use of Schools outreach coordinator and the school custodian.

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3. User Groups

The user group categories are outlined in Appendix A and are as follows:

3.1 Group A) School/Board Supported

The following groups will be permitted free use of school facilities provided the principal approves such use and a staff member attends:

- Board sponsored events and groups; and
- school groups.

3.2 Group B) Not-For-Profit Groups

Through the Ministry of Education Community Use of Schools Outreach Program, LDSB has expanded the availability of Board facilities for use by non-profit users. Subject to Ministry of Education funding, the following groups will be permitted use of school facilities subject to only a minimal application fee, provided the group has an approved permit and proof of general public liability insurance:

- non-profit youth community program;
- non-profit community sports;
- non-profit community recreation;
- non-profit community associations and organizations;
- charity organizations;
- partnerships and reciprocal agreement groups; and
- daycares: before and after school programs.

3.3 Group C) Commercial

The following groups will be permitted use of school facilities provided the group has an approved permit, proof of general public liability insurance, and will be charged a commercial rate:

- private or corporate commercial groups; and
- individuals receiving payment for service.

4. Available School Resources

4.1 Subject to the approval by LDSB, schools may be made available for community use.

4.2 Community use web-based software will allow for searching of available times at all facilities.

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- 4.3 Normal hours of availability are Monday through Thursday from 6 p.m. to 10 p.m. Some Schools close earlier and will have limited booking time slots available.
- 4.4 Due to cleaning and maintenance requirements, the use of school facilities will be limited when schools are closed; i.e., during school holidays, including summer months, winter and spring breaks, all statutory holidays, professional activity days, examination days, one week prior to school closing in June, and two weeks after school opening in September.
- 4.5 The following school resources are available:
- classrooms/general purpose rooms;
 - gymnasiums;
 - fields;
 - library; and
 - cafeteria.
- 4.6 Community groups shall confine their activity to the facilities space designated in the permit, and to the associated corridors and washrooms.
- 4.7 Provision for sports equipment, audio-visual equipment, pianos, special lighting, etc., shall be the responsibility of the user unless special arrangements are made through the school. A fee to cover wear and tear may be charged and paid directly to the school.

5. Cancellation of Permits

Lakehead District School Board reserves the right to cancel a permit if, after issuance, the school finds it necessary to use the reserved accommodation for school use or when a facility is closed due to inclement weather or an emergency (i.e. power outage). As much notice as possible will be provided to the user. Cancellation of permits shall be made only as a last recourse when no alternative is available. The principal or designate will be responsible for contacting the community group concerned regarding the cancellation.

6. Regulations and Conditions

- 6.1 Applicants must be 18 years of age or older to obtain a permit.
- 6.2 Applicants must agree to abide by regulations and conditions as listed in Appendix B.
- 6.3 All community groups must submit proof of liability insurance in the minimum amount of \$2,000,000. The insurance shall cover the Board from and against any and all risks that may arise out of the permit use or activity. Failure to file such certificate shall result in cancellation of the permit.
- 6.4 Applicants may access the Facility User Group Insurance Program offered by Ontario School Boards' Insurance Exchange (OSBIE). Applications are available online.

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7. Rental Fee Rates and Payments

- 7.1 Rental fees will be charged for the use of school facilities according to the space used and classification of user (Appendix A).
- 7.2 The rental fees (Appendix A) will be subject to review and updated annually.
- 7.3 Payments can be made in cash, debit, credit or cheque made payable to Lakehead District School Board.
- 7.4 Rental fees must be paid at least seven days prior to the date of the event.
- 7.5 Refunds will be made only under extenuating circumstances (e.g., inclement weather closure, emergency closures). The amount refunded will be net of any costs already incurred by LDSB.
- 7.6 Permit holders must notify the Community Use of Schools outreach coordinator in advance if they are not intending to honour their booking. Failure to do so will result in a \$120 charge being applied to their account and their permit cancelled until it is paid.

8. Questions, Concerns or Complaints

Questions, concerns or complaints should be directed to the Community Use of Schools outreach coordinator.

9. Review

These procedures shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
3060 Leasing of Space Policy	March 15, 1983	Ontario Human Rights Code
3091 Security Policy		
8013 Visitation in the Schools Policy	<u>Date Revised</u>	
8040 Trespass to Schools Policy	June 22, 1999	
8070 Safe Schools Policy	June 28, 2011	
7030 Human Rights and Workplace Harassment Policy	November 28, 2017	
8092 Code of Conduct	November 28, 2023	
	February 17, 2026	