

Community Use of Schools

FD.E.5.

Adopted: November 2, 1994
Last Reviewed/Revised: May 6, 2019

Purpose

This policy establishes the process and categorization for community use of schools.

References

- *Policy-Smoking HRG.C 1*
 - *Smoke Free Ontario Act*
 - *Election Act*
 - *Policy-Police Record Checks HRG.G.5*
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Policy Statement

The Wellington Catholic District School Board, with financial support from the Ministry of Education, has developed a Community Use of Schools Outreach program that supports access to school space primarily outside of school hours for not-for-profit and other community groups with a focus on youth programming

The Wellington Catholic District School Board acknowledges that the school is an integral part of the community and adds to the spiritual, educational, recreational, and social development of all who share it.

In considering requests for Community Use of Board-owned facilities, the Board shall not compete with private or municipally owned facilities.

The Board encourages facility utilization where it is in the best interest of the community, and when such facilities are not required for school use.

Requests for use of school facilities are directed to the Community Outreach Coordinator through our on-line Community Use of Schools booking program.

Policy Regulation

1. Application Process

- 1.1. The Wellington Catholic District School Board has a tiered approval system through the online booking program. When a community group submits a new permit request, the permit will first go to the Community Outreach Coordinator (COC) for an initial overview. Once the Community Outreach Coordinator has done an initial approval of the permit, it will be directed to the Principal of the school for review. If the principal supports a permit, it is re-assigned to the Community Outreach Coordinator for final overview, additional cost application, and final approval.
- 1.2. Applications will only be approved if all information is completed and a valid credit card, police checks (where applicable) and insurance certificate are available in the application request. The application must be made 10 business days prior to the requested event.
- 1.3. Facility Users will be required to adhere to all rules and regulations regarding *Community Use of Schools* found in the Community Use of Schools User Guide. Failure to do so could result in cancellation of a

permit. Users are responsible for all damages incurred while under the community use permit.

2. Community Use Categories

Category 1: Not-for-Profit Youth Programs

- Not-for-profit organizations operating youth activities including but not limited to:
 - a) Youth activities (eg. Girl Guides, Scouts etc.)
 - b) Special Olympics
 - c) Neighbourhood Groups
 - d) Youth Sports activitiesProof of registered Not-For-Profit Status is required.

Category 2: Youth Programs

- Activities or programs provided by organizations for youth that do not meet the criteria in Category 1 above.

Category 3: Not-for-Profit Adult Community Programs

- Activities for adult groups sponsored by registered not for profit organizations. Proof of registered Not-For-Profit is required.

Category 4: Not-for-Profit Tournaments

- Activities or programs provided by organizations or groups in a tournament format.

Category 5: Adult Community Activities

- Activities for adult groups sponsored by community residents without financial gain and where no fee or nominal fee is charged to participants.

Category 6: Commercial Business Use

- Activities/programs of a commercial nature where admission/participation fees are charged or operated for private or corporate gain.
- Designated use by Elections Canada and/or Elections Ontario.

Category 7: Parish and Community Facility Agreements

- Activities involving a Parish, which has a facility use agreement in place with the Wellington Catholic District School Board.
 - a) A parish activity is any activity sponsored by the pastor, parish council and/or by a recognized parish association with the approval of the pastor and operated for the benefit of the parish. It also includes parish- sponsored activities when facility use agreements do not exist. In both circumstances, insurance is the responsibility of the parish.
 - b) Activities involving a municipality or community partner, which is governed by a shared or facility use agreement with the Wellington Catholic District School Board.