



BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE

1205 Community Use of Schools

DIRECTIONAL POLICY

Nurturing Community Partnerships

Title of Administrative Procedure:

Community Use of Schools

Date Approved:

May 2026

Projected Review Date:

May 2031

Directional Policy Alignment:

This Administrative Procedure aligns with the Board's directional policy of Nurturing and Protecting Resources by establishing clear expectations for community and third-party access to school facilities, ensuring responsible use, risk mitigation, while protecting Board property and operational integrity.

Alignment with Multi-Year Strategic Plan:

This Administrative Procedure supports CDSBEO's 2025–2030 Multi-Year Strategic Plan by promoting safe, inclusive community access to Board facilities that strengthens school–community partnerships, protects instructional and extracurricular programming, and demonstrates stewardship of Board resources in support of the mission of Catholic education.

[CDSBEO Strategic Plan](#)

Purpose

To provide fair, consistent access to Board school facilities for community use, where feasible, without interfering with instructional programs or approved extracurricular activities, and while demonstrating responsible stewardship of Board resources.

Principles

1. This Administrative Procedure applies to all community use permits approved by the

Board. School day activities, extra-curricular activities, on-site licensed childcare programs, and parent involvement activities organized or administered by the school or school board have priority use of school space during and after regular school hours.

2. Activities involving the following are not permitted within CDSBEO facilities:
 - sale or consumption of alcohol unless approved by the Director of Education or designate.
 - fireworks or other pyrotechnical devices.
 - the discharge or use of weapons, such as guns, archery, crossbows, and knives
 - overnight use of schools.
 - subject to the Tobacco Control Act, smoking is prohibited within school buildings and on school property.
3. No permit shall be issued to anyone under 18 years of age.
4. Reciprocal agreements must be approved by the Associate Director/Superintendent of Business on a school-by-school basis.
5. All public requests, including CDSBEO staff that want to use the facility for personal, private or community use are considered external and subject to fees as outlined in this administrative procedure.
6. There shall be no modifications, alterations, or additions to any part of the school building, grounds, equipment, electrical wiring, or fixtures, including the use of tape/adhesives on gym floors or other surfaces.
7. The permit holder is responsible to comply with any directives or instructions issued by the Chief Medical Officer of Health for Ontario or the Chief Medical Officer of Health for the regional public health authority.
8. The permit holder is deemed to be the person responsible and occupier for the permitted activity and, upon request, must provide written confirmation and supporting documentation demonstrating compliance with this Administrative Procedure and all applicable laws, regulations, and health and safety requirements in effect at the time of booking.

Community Use – Hours of Operations

9. The general term for community use permits is from the second week in September to the last day of school, subject to custodial availability.
10. Most schools are available for community use Monday to Friday between 6:00 p.m. and 9:00 p.m., during regular custodial hours.

11. Secondary schools are designated weekend community-use sites and will be available Saturday and Sunday between 8:00 a.m. to 9:00 p.m. Permit fees may apply as outlined in Appendix B.
12. If an organization wants to book an elementary school on Saturday or Sunday between 8:00 a.m. to 9:00 p.m., additional permit fees may apply as per Appendix B.
13. Community use is not available on Board-recognized holidays and during school closures (e.g., Thanksgiving, Christmas Break, Family Day, March Break, Easter, and Victoria Day).
14. Special requests for use of space during the month of July may be approved on a school-by-school basis. Where approved, community use hours are Monday to Thursday from 8:00 a.m. to 4:30 p.m., subject to custodial availability.
15. During the month of August, when school buildings are closed for necessary repairs and cleaning, community use is not available.

Group Classification

16. **Group A-School/Board Activities and Events** that are for school and board purposes include but are not limited to:
 - School/Student/Catholic School Council
 - CDSBEO Board
 - Extra-curricular
 - Reciprocal Use
17. **Group A.1-Associated Parish Activities and Events** related to the Catholic Church are exempt from fees associated with community use of schools includes but are not limited to:
 - Youth/Church Groups/events
 - Catholic Women’s Leagues
 - Meetings
 - Catholic Holiday Celebrations
18. **Group B-Licensed Before and After School and Childcare Programs**
Children aged 0-12 years licensed under the Child Care and Early Years Act. These programs are located on-site and have a yearly contract with the CDSBEO and provide a direct service to children attending CDSBEO and coterminous board schools.
19. **Group C-Not for Profit/Charitable Organizations**
 - 18.1 To be considered Group C, the permit holder must upload one of the following three

documents as proof of not-for-profit status to the Community Use portal at the time of permit submission:

- Letters Patent if incorporated
- Charitable number issued through CR
- Fiscal financial statement signed by an authorized signing officer showing not for profit status

18.2 There are various not for profit/charitable organizations that can include:

- Not-for-Profit Youth-Related Community Groups – run by local youth groups such as Boy Scouts, Girl Guides, 4H Clubs and Cadets, etc. where the activities are intended for participants under the age of 18 (or where the participants are under a disability, then under the age of 28).
- Not-for-Profit Recognized Children's Sport and Recreation Service Providers that are sponsored or recognized by a municipality as providing services or programs for the benefit of the community, or Members of a provincial sports organization or an accredited camping organization, or universally recognized as service providers, such as the YMCA or Red Cross.
- Other Not-for-Profit or Charitable Groups such as licensed childcare operations, local service clubs, community health associations, parent groups, seniors groups, etc.

20. **Group D-Organized Youth Activities and/or Programs** offered to children and youth (0-17) Which limits participation based on skill and charges fees and/or has paid instructors and coaches such as, but not limited to:

- Summer camps (sports, gymnastics, dance, music, etc.),
- sport leagues, and
- community groups/individuals charging fees for program participation

21. **Group E-Adult Recreation/Municipal Programs Activities** for adults ages 18 and over that include, but are not limited to:

- Athletic and pick-up sports
- Municipal/recreational classes
- Arts, dance and music instruction; one on one instruction
- Workshops, seminars, (scrapbooking etc.)

22. **Group F-Private/For Profit Groups** include all other individuals, groups and organizations, which do NOT qualify for exemption from fees, are those which are operated for private, personal or corporate gain.

Available Space

23. Permits provide access only to the approved areas listed on the permit and associated corridors and washrooms.
24. The following areas are not available for community use:
 - Classrooms and staff-only areas (including offices, staff rooms, work rooms, and storage areas)
 - Kitchens and food preparation areas.
25. Access to equipment (e.g., sound/lighting, stage, gym equipment, bleachers, mechanical controls, and school technology) is not permitted unless specifically requested on the permit and approved by the school/Board.

Action Required

Permit Application Process

26. The permit application must be completed online using the Board’s online reservation system located on the Board’s website under Community Use of Schools or [linked here](#).
27. External applicants will be required to register online and must provide a valid credit card in order to submit permit requests.
28. All applicants must submit a permit request to reserve facility space. Submission of a request does not guarantee approval.
29. Permits by permit holders must be submitted no less than 12 business days before the start date of the event.
30. The permit holder shall request the use of all required spaces on the permit and modify if the need changes (any modification to an original permit is subject to approval by the community use coordinator). The permit holder shall confine the activities to the facilities/spaces granted in the permit and to associated corridors and washrooms. All other areas are *out of bounds*.
31. School equipment/technology shall not be used unless it is included on the permit and approved by the school/Board. Equipment brought to the school must be removed promptly.
32. Proof of insurance must be uploaded at the time of application submission. Applications with inadequate or missing insurance documentation may not be approved.

Permit Approvals

33. Community use permit requests are handled by the Board as part of its regular administrative process. Requests are generally reviewed on a first come, first served basis once a complete application has been received. A complete application means all required information has been submitted, including valid proof of insurance where required.
34. Where necessary to support broad community access and effective facility operations, the Board may decline or adjust requests that exceed two (2) bookings per week at the same school that would otherwise limit opportunities for other user groups.
35. If several requests are received at the same time, or if an earlier request is missing required information, a later application that is complete may be reviewed first. The order in which permits are reviewed or approved is based on administrative considerations such as completeness, facility availability, and the Board's ability to process requests, and does not guarantee approval or give priority to any applicant based only on timing.

Insurance

36. The permit holder must provide a certificate of liability insurance with a minimum coverage of \$5,000,000, naming the Catholic District School Board of Eastern Ontario, 2755 Highway 43, Kemptonville ON, K0G 1J0, as an additional insured.
37. User organizations are required to maintain current insurance coverage. A permit will not be issued/confirmed (or may be cancelled) until satisfactory insurance is received.
38. If the user organization and/or individual does not have their own liability insurance, coverage may be obtained through a third-party insurer (Instant Risk Coverage). More information can be found on the Board's website at [Community Use of Schools – Catholic District School Board of Eastern Ontario – CDSBEO](#).
39. The Permit Holder assumes full responsibility and liability for any and all loss, damage, or injury, including bodily injury and property damage, arising from or related to the acts, omissions, or negligence of the Permit Holder or any persons under the Permit Holder's supervision, direction, or control.
40. The Permit Holder hereby waives any and all rights of action against the Board and agrees to indemnify and hold harmless the Board from any claims, demands, actions, or proceedings brought against the Board by any person under the Permit Holder's supervision, direction, or control.
41. The Board shall not be liable for any personal injury, loss, or damage to property suffered by the Permit Holder or any other person arising from or in connection with the use of the Board's facilities.

42. The Permit Holder agrees to indemnify and save harmless the Board, its trustees, directors, officers, employees, volunteers, and agents from and against any and all claims, liabilities, losses, damages, fines, penalties, costs, expenses (including legal fees on a solicitor-and-client basis), or judgments arising directly or indirectly from the acts, omissions, negligence, or misconduct—whether intentional or unintentional—of the Permit Holder or any of its officers, coordinators, employees, agents, directors, volunteers, participants, spectators, or assigns in connection with the use or occupancy of the Board’s facilities. This indemnity shall survive the expiration or termination of the permit.

Permit Changes by Permit Holder

43. Changes to an approved permit (i.e., change in date, space, time, etc.) must be made 3 business days in advance of the applicable date.
44. The permit holder must initiate the change through the on-line booking system. Any cancellations, except for inclement weather, must be made 48 hours in advance of the start date or the permit holder will incur a \$25 cancellation fee.
45. The permit holder must initiate the cancellation through the online booking system. Three “no-shows” will result in a permit being cancelled.

Permit Changes by Board

46. The Board reserves the right to cancel or modify any permit if:
- The conditions, rules, and responsibilities, as identified in this procedure, are not complied with.
 - Forecasted inclement weather
 - When custodial coverage is not available.
 - Permits are automatically considered cancelled when school bus transportation is cancelled due to inclement weather.
 - A permit conflicts with school day activities, extra-curricular activities, on-site licensed childcare programs, and parent involvement activities organized or administered by the school or school board that have priority use of school space during and after regular school hours.
 - When a permit cancellation is being considered for reasons other than the ones listed, a final decision, in the best interest of all stakeholders will be made by the Community Use Coordinator in cooperation with the Plant and Maintenance manager/supervisors and the Superintendent of Business.

Use of Facilities

47. Suitable footwear (soft-soled, non-marking shoes) must be worn in the gym.
48. The application of powder, wax, or any other preparation to floors for any purpose is prohibited.
49. Any equipment used to play floor hockey must not damage the floor.
50. To ensure the facility is kept in the same condition as prior to the rental, the permit holder is responsible for completing an inspection of the rental space prior to vacating the premises at the end of each session. If the rental space is found to not have been left in the same condition, the Community Use Coordinator reserves the right to charge an administration fee to the permit holder to cover the costs of the time and/or materials to reinstate the facility space to the original condition.

Permit & Other Fees

51. Fees for community use of school permits is based on the classification of the organization/ permit holder. See Appendix A for list of rates.
52. Permits may be charged for custodial costs based on the classification of the organization and the times of the bookings. See Appendix B for list of rates.
53. Failure to cancel a permit booking in advance of the booking, regardless of the Group Classification, will automatically result in charges related to the applicable custodial fees.
54. Failure to cancel a second time will result in a \$50 fee in addition to the applicable custodial fees.
55. Failure to cancel a third time will result in permit cancellation and the permit holder/organization will be restricted from access to the school facilities for the remainder of the school year.
56. Payments are processed by charging the permit holder's credit card on file at the end of each month for all approved bookings that took place during that month. Any bookings that were cancelled (in appropriate time frame) are not charged. If a credit card charge is declined or cannot be processed, the permit holder must update their payment information promptly upon notification. The Board may apply an administration fee if payment remains outstanding after a reasonable period of time and/or if declined payments occur repeatedly. Permits may be suspended or cancelled if outstanding amounts are not resolved.

Responsibilities

The Board of Trustees is responsible for:

- Reviewing this Administrative Procedure to ensure its alignment with the Nurturing Community Partnerships Directional Policy.
- Reviewing this Administrative Procedure as part of its regular policy and procedures review cycle.

The Director of Education is responsible for:

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure.

The Superintendent of Business is responsible for:

- Providing oversight for implementation of this Administrative Procedure, including ensuring consistent application of operational requirements related to community use of facilities.
- Participating in decisions regarding permit cancellations or modifications when circumstances fall outside automatic cancellation conditions, in cooperation with the Community Use Coordinator and Plant and Maintenance management/supervisors.
- Supporting stewardship of Board resources by overseeing that permit terms, fee schedules, and cost recovery practices set out in this Administrative Procedure are maintained and reviewed as required.
- Addressing escalated operational issues related to community use of schools, as required, to support safe facility use, compliance, and continuity of school programming.

The Community Use Coordinator is responsible for:

- Administering and maintaining the community use reservation system/database, ensuring records are accurate, current, and complete.
- Receiving, reviewing, and processing community use permit applications in accordance with this Administrative Procedure, including confirming application completeness and facility availability.
- Approving, denying, modifying, suspending, or cancelling permits in accordance with this Administrative Procedure and Board operational requirements.
- Verifying that required insurance documentation is provided, current, and adequate prior to approval, and applying the Board's insurance requirements consistently.
- Supporting implementation at schools by working with Principals to ensure designated staff are appropriately trained in accessing and using the online community use reservation system.
- Administering applicable fees and charges as set out in this Administrative Procedure and following up on declined or unprocessed payments in accordance with the

procedure.

- Communicating with permit holders, as required, regarding approvals, required documentation, changes, cancellations, payment issues, and compliance expectations.

Principals and Vice-Principals are responsible for:

- Ensuring this Administrative Procedure is implemented and followed at the school.
- Ensuring at least one designated staff member is appropriately trained in the access and use of the online community use reservation system for the school.
- Determining whether storage space or equipment may be granted to outside organizations.
- Notifying the Community Use of Schools Coordinator when damage has resulted from any use under a permit.

Permit Holders are responsible for:

- Submitting complete permit requests through the Board's online reservation system and managing changes/cancellations in accordance with required timelines and fee rules.
- Complying with all applicable legislation, regulations, public health requirements, and Board policies/procedures, and providing confirmation/documentation upon request.
- Maintaining required liability insurance and ensuring current proof of insurance is provided/uploaded as required.
- Always ensuring appropriate adult supervision.
- Using only approved areas and any approved equipment/technology, following all facility use rules, leaving the facility in the same condition as found, and reporting any damage promptly.
- Maintaining a valid credit card on file and paying all applicable fees and charges in accordance with this Administrative Procedure.

Definitions

"permit holder" designates any person (physical or moral) that applies and receives permission from the Board to use the Board facilities pursuant to this Administrative Procedure.

"school facilities" and **"Board facilities"** are used interchangeably in the Administrative Procedure and designate any facilities for which the Board issues a permit to a permit holder pursuant to this Administrative Procedure.

Related Documents

[Appendix A: Community Use Permit Fees](#)

[Appendix B: Custodial Costs](#)

References

[Community use of schools | ontario.ca](#)