



<b>POLICY:</b>	A:03
<b>EFFECTIVE:</b>	Sept 1999
<b>AMENDED:</b>	Sept 2004, June 25, 2007 June 23, 2008 June 17, 2013
<b>RELATED POLICIES:</b>	B:01, B:04, B:05, B:06, SC: 11, Pr A:03
<b>REPEALS:</b>	
<b>REVIEW DATE:</b>	2016-2017

## 1.0 POLICY OBJECTIVE

To ensure that parishes and the community have reasonable use of the Windsor-Essex Catholic District School Board's buildings and properties subject to availability and certain other conditions.

## 2.0 DEFINITIONS

**Community Use of Schools Program** refers to the government program established in 2004 to provide assistance to district school boards to increase affordable access for Not-For-Profit Groups to both indoor and outdoor school space. This policy shall govern use by third party groups and shall not apply to:

- i) School use of facilities (classification "A" below);
- ii) School based child care services, including day nurseries under the Day Nurseries Act or Before or After School day care programs ( These groups shall be administered under Board Policy A: 21 Child Care);
- iii) Festival Theatre, St. Thomas of Villanova (The Villanova Theatre Management Committee, 734-7671);
- iv) Baseball field, St. Thomas of Villanova (Windsor Titans);
- v) Certain written agreements, authorized by Executive Council, may contain clauses that override this policy.

## 3.0 GUIDING PRINCIPLES

- 3.1 The Windsor-Essex Catholic District School Board shall operate its school buildings and property for the primary purpose of providing a suitable learning environment for the delivery of educational programs mandated by the Education Act and its regulations. The community use of Board buildings and properties shall in no way interfere with that purpose.
- 3.2 Community use of school facilities will be permitted provided that there is no additional cost to the Board as a result.

- 3.3 It is the intent of the Board to provide discounted rental charges to not-for-profit organizations in accordance with guidelines and funds as provided for by the Ministry of Tourism and Recreation (MTR) and the Ministry of Education. All discounted rates are dependent on funding from the Community Use of Schools Program. Should the funding allocation be discontinued, the rates will be reconsidered by the Board.

**4.0 SPECIFIC DIRECTIVES**

- 4.1 All bookings for the use of school facilities shall be the responsibility of the Board’s Facilities Services Department. Principals are to ensure that all after-hours community user groups have applied for and received approval from the Board’s Facilities Services Department.
- 4.2 In keeping with the intent of the Community Use of Schools Program, the Board shall endeavor to provide fair and equal access to all user groups in the classification priority detailed within section 4.3 of this policy. Where there are multiple permit requests filed by applicants included within the same priority classification and those applications are filed before the deadline for filing as determined by the Facilities Services Department, staff will in all cases endeavor to distribute the facilities equally amongst those applicants. All applications coming in after the deadline for filing shall be processed on a first-come, first-served basis from the time of receipt in the Facilities Services Department.
- 4.3 Priority of Use by Classification:

<b><i>Classification A</i></b> <i>(First Priority)</i>	<u>School Use</u>  All programs and inter-related activities operated or sponsored by the Board including sporting events.
<b><i>Classification B</i></b> <i>(Second Priority)</i>	Parish/Diocesan Activities  All Parish/Diocesan directed activities including, but not limited to, marriage preparation, parenting, family life, parish youth groups, Knights of Columbus, etc.
<b><i>Classification C</i></b> <i>(Third Priority)</i>	Community Non-Profit For Youths Under 18 or Disabled Groups under the age of 28  Not-for-profit local community groups whose activities directly involve children and youths under

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the age of 18 or under the age of 28 for disabled group (i.e., Scouts/Guides, YMCA/YWCA), etc.

***Classification D***  
***(Fourth Priority)***

Not-for-profit recognized children's sport and recreation service providers involved with youth under the age of 18 or under the age of 28 for disabled groups.

This shall include those groups meeting the MTR's Recognition Criteria.

***Classification E***  
***(Fifth Priority)***

Not-for-profit Adult and Senior Groups as determined by the WECDSB.

***Classification F***  
***(Sixth Priority)***

Community For-Profit

All other groups that are not included in category A, B, C, D and E. This includes for-profit groups and/or individuals, community-based groups, organized athletic or recreational groups or associations for which fees are charged as a condition of membership/participation.

- 4.4 The Superintendent of Corporate Services or designate shall determine terms of use permitted with consideration for the following:
- a. Any activity that could result in damage to school facilities shall be prohibited.
  - b. Any use that interferes with the normal day-to-day operations of the schools shall not be permitted.
  - c. No organization whose policies or activities are in opposition to the mission, values and goals of the Board shall be granted use of any property of the Board.
  - d. Schools shall be made available as electoral polling stations.

## 5.0 RESPONSIBILITY

- 5.1 The Superintendent of Corporate Services or designate shall be responsible for the implementation of this policy and any supporting administrative procedure.
- 5.2 The Superintendent of Corporate Services or designate shall provide an annual report to the Board detailing community use of Board property and the related costs.

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- 5.3 It is the responsibility of all user groups to have the necessary applications and supporting documentation delivered to the appropriate designated Board officials within the time periods established by the Board.
- 5.4 It is the responsibility of all user groups to abide by all provisions of this Policy, Board Procedure and all Board rules and regulations while using Board facilities.

### **6.0 REVIEW AND EVALUATION**

- 6.1 The effectiveness of this policy shall be assessed through Trustees, staff and community satisfaction measures.
- 6.2 This Policy shall be reviewed during the 2016-2017 policy review cycle.

### **7.0 REFERENCES**

Procedure A: 03 Community Use of Schools  
B: 01 Smoke Free Schools and Sites  
B: 04 Keys to Schools  
B: 05 Property Damage/Vandalism/Theft  
B: 06 Access to School Premises  
SC: 11 Trespassing  
Community Use of Schools Program