



NUMBER:	PR A:03
EFFECTIVE:	June 25, 2007
AMENDED:	June 23, 2008; June 17, 2013
RELATED POLICIES:	A:03
REPEALS:	
REVIEW DATE:	2016-2017

1.0 Objective

To provide a process and fee schedule for the rental and use of school property.

2.0 Facility Availability

Rental Season:

- 2.1 Subject to the guiding principles of the Community Use Policy, all schools shall be made available for rentals from October 1 to June 15 from Monday to Thursday and Saturdays generally at times set out within this Procedure, with the exception of Scouts Canada, Girls Guides, YMCA, and parish-related activities. These groups may use the facilities beginning in the third week of September, based on availability.
- 2.2 Outdoor facilities will be available for rental from May 15 to October 31.
- 2.3 School facilities will generally not be made available for rental purposes during all school holidays including but not limited to Christmas Break and March Break (For these purposes, the Break shall commence at 4 p.m on the Friday of the first weekend through to the first day of classes after the Break), Easter (commencing at 4 p.m on the Thursday before Easter), Summer Holidays, all Board scheduled Professional Development Days, and days when schools are closed due to inclement weather.

Days and Hours Available for Rental

- 2.4 Subject to the needs of the school and at the discretion of the Superintendent of Corporate Services or designate, schools will generally be available for use by community groups as follows:
 - i) Elementary schools: Monday to Thursday, 6:00 p.m. until 10:30 p.m. and Saturday;
 - ii) Secondary schools: Monday and Wednesdays, 7:00 p.m. until 10:30 p.m.; Tuesdays and Thursdays, 9:00 p.m. until 10:30 p.m.; and Saturday.
- 2.5 Schools will not generally be available for rentals on Friday evening or Sunday.

- 2.6 Rentals shall not conflict with school activities, including Parent/Teacher Interviews. Where unforeseen circumstances result in a school requiring the use of premises that have been rented to a community group for that time, the school's requirements shall take priority over the rental, and Facilities Services will notify the affected group of the cancellation.

3.0 Applications and Approval for After Hours Use of Schools

- 3.1 An online rental Application for use of facilities shall be available on the Board web site and a hard-copy, if required, may be obtained at the Facilities Services Department. Applications must be received by July 15 in order to be considered under Section 4.2 of Policy A: 03. Any applications submitted after the July deadline must be received by the Facilities Services Department for approval at least twenty-one (21) days prior to the event in order to be considered. Applications will not be considered unless all forms are completed and the following documentation is provided:
- a) Documentation confirming organization is an existing not-for-profit including current not-for-profit registration number or a signed affidavit from the Director of the organization.
 - b) An insurance certificate confirming the Applicant has secured comprehensive general liability insurance of at least two million dollars (\$2,000,000) naming the WECDSB as an additional insured on the policy.
 - c) An audited financial statement of the not-for-profit organization's most recent fiscal year or other financial information, or a signed affidavit from the Director of the organization.
- 3.2 The application shall be approved or denied by the Superintendent of Corporate Services or designate in accordance with Board policy.
- 3.3 Appealing of fees and special requests for exemptions to the Community Use Policy or Procedure are to be forwarded, in writing, at least three (3) weeks prior to the scheduled event to the Superintendent of Corporate Services or designate. The Superintendent/designate may grant appeals or exemptions at his or her discretion in consultation with Executive Council.
- 3.4 Applications for summer rentals of indoor facilities (first day after Canada Day Holiday as observed by Board and its unions to the second week of August) shall be considered on an exception basis and are to be forwarded in writing no later than April 1st to the Facilities Department. The Superintendent of Corporate Services or designate may grant special approvals for summer rentals or special approval for rentals on Friday evening or Sunday at his or her discretion in consultation with Executive Council.

4.0 Rental Permits

- 4.1 The approved permit shall be forwarded by the Facilities Services Department to the user. The Principal is granted access through the on-line rental system of community use activities approved for their school.
- 4.2 Upon approval, payment of rental costs (including applicable tax) shall be made one week prior to the rental event. Payment must be made, in full, in the form of a cheque or money order made payable to the Windsor-Essex Catholic District School Board. In the event that the cheque is not cleared, the applicable N.S.F. fee will be charged. A certified cheque or money order will then be required for repayment. On-line payments (VISA or MASTERCARD) are also accepted.
- 4.3 Should a user with an approved rental permit wish to increase the length of the rental period, amend the area of use, or alter other terms of the contract, the user must apply to the Superintendent/designate at least 1 week prior to the rental period, and the decision to grant that request will be at the discretion of the Superintendent of Corporate Services or designate.
- 4.4 Each user group, whether they rent at one or more locations, will designate one contact person that will be the liaison with the Board. The contact person must have signing authority. All communications with the Board must be with that individual.
- 4.5 The Superintendent of Corporate Services or designate, in consultation with the Principal, or Executive Council as required, has the authority to approve, deny, and/or cancel a rental contract.

5.0 Areas available/unavailable for rental:

PERMITTED

Gymnasiums
Auditorium
Classrooms
Cafeteria
Washrooms
Parking Lots
Soccer Fields
Baseball Fields
Athletic Tracks
Tennis Courts
Chapel (only by Diocese)

NOT PERMITTED

Principal's Office
Secretarial Office
Libraries/Resource centers
Speciality Rooms (science, technical, hospitality)
Staff Rooms
Material and Equipment Storage Areas
Field Houses
Weight/Exercise Room
Greenhouses
Areas with Computers/Computer Labs

6.0 Uses permitted/not permitted:

- 6.1 Uses permitted shall be at the discretion of the Superintendent of Corporate Services or designate and must comply with Board policy and procedure.

- 6.2 The use of Board facilities shall be restricted to parish and other approved community groups. Wedding receptions, anniversary celebrations, birthday parties and similar private gatherings are not permitted.
- 6.3 The sale and/or consumption of alcoholic beverages shall be prohibited. Exceptions may be granted for special events such as school reunions through written application to the Superintendent of Corporate Services. This written application must be forwarded to the Board at least 3 months prior to the event. The Superintendent, in consultation with Executive Council, must be satisfied that the following criteria will be met:
- The school Principal or Board designate is the person in authority and on site during the time of the event.
 - There are no minors present.
 - The provisions of all applicable legislation is followed, including the requirements set out in the Liquor Licence Act and Occupier's Liability Act.
 - There is a licensed bartender and trained servers on site.
 - A permit has been obtained from the LCBO and accompanies the application;
 - Adequate supervision and security staffing is available to the satisfaction of Executive Council.
 - Executive Council may impose other conditions as deemed appropriate.
- 6.4 Except with special approval of the Superintendent of Corporate Services or designate, no food shall be permitted in gymnasiums, auditoriums, or classrooms.

7.0 Special Applications For Overnight Use

- 7.1 Overnight use of facilities shall be by special application only. The written permit application must be forwarded to the Facilities Services Rental Office at least 3 months prior to the event and shall be approved or denied at the discretion Executive Council.
- 7.2 It is the responsibility of the school to assist the rental group in completing the requirements of the local Fire Departments including:
- i) Floor plan indicating areas to be used, including the identification of sleeping areas;
 - ii) Fire procedures and fire alarm training by authorized Board personnel; and
 - iii) Itinerary of events and number of attendees.
- 7.3 All written documentation prepared for the Fire Department must be forwarded to Facilities Services **before** the application will be considered.

8.0 Duties and Responsibilities

- 8.1 Groups are expected to leave the facility in a neat and clean state. All and any costs incurred for clean-up/vandalism/loss during rental use shall be charged to the user group.
- 8.2 All groups must abide by the rules and regulations established by the WECDSB for rental permit holders. Any failure to adhere to these regulations will result in cancellation of the permit to the rental group and the assessment of all costs for damage or extra services needed.
- 8.3 Distribution of keys and alarm codes shall be restricted to authorized Board personnel or as designated by the Facilities Services Department. Any infraction of this trust shall result in privileges being withdrawn.
- 8.4 Groups provided with alarm codes, are required to properly utilize the codes. All groups are required to adhere to all security procedures. Groups will be responsible for the costs of “false alarms” as a result of the failure to properly utilize alarm codes, as well as any damages resulting from breaches of security procedures.
- 8.5 Rental permits cannot be assigned to other parties. Principals must ensure that only those groups specified in the contract are allowed to use the premises.
- 8.6 Principals must report all complaints, damage, breaches of regulations, Policy or Procedure to Facilities Services for investigation and follow-up.

9.0 Fees for Use of Schools

- 9.1 User fees shall be established by the Superintendent of Corporate Services or designate, in consultation with Executive Council, and shall be reviewed annually and adjusted to ensure that the Board recovers totally the costs incurred through community use of school facilities. At a minimum, the rental fee schedule rates shall increase each July 1st based on the annual Canadian Consumer Price Index (CPI) as of the previous April 1st.
- 9.2 Schedules A and B set out fees to be charged to each classification group B, C, D, E, and F (as defined within Policy A: 03). Fees shall include the following:
 - a. A \$15 non-refundable processing fee for community use of schools is required for each rental permit signed, by location.
 - b. The processing fee is non-refundable unless a facility is unavailable.
 - c. A refundable security deposit of \$150 for community for profit groups and \$50 for not for profit groups is required with each new application.
 - d. If after a rental permit has been approved, the group may apply for an amendment. The first amendment will be at no charge. For any subsequent amendment, an administrative fee of \$25 will be charged.
 - e. If a permit is cancelled at the request of the group, a cancellation fee of \$25 will be charged.

- f. If a cheque is returned as NSF, a fee of \$25 will be charged.
 - g. A \$150 refundable key deposit will be collected from all user groups.
 - h. Custodial overtime as deemed necessary by the Superintendent of Corporate Services or designate.
 - i. Applicable taxes.
- 9.3 Refunds will not be provided for cancellations made by the rental group, and may result in cancellation fees.

10.0 Discounted Rates

- 10.1 Discounted rates are applicable to Group B, C, D, and E users as defined by the Community Use of Schools policy.
- 10.2 The rate schedule provided in Schedule A of this procedure has been discounted based on the funding from the Ministry of Education. Should the funding allocation be amended, rates reflected in Schedule B will apply.

11.0 Custodial Services

- 11.1 For Classification B, C, D and E user groups (non-profit):

Subject to section 11.3(b) of this procedure, for use Monday to Thursday any custodial overtime fees incurred, as deemed necessary by the Superintendent of Corporate Services or designate, shall be waived for these groups. For any approved summer rentals or approved rentals on Friday evening, Saturday or Sunday, these groups will be charged on a cost recovery basis, including any custodial overtime charges. Overtime needs shall be determined by the Superintendent of Corporate Services or designate, based on individual events and may or may not be required for the entire length of rental time, depending on number of renters and amount of supervision. The custodial charges shall be calculated by multiplying the number of custodial hours deemed necessary by Facilities Services by the applicable custodial hourly rate as established by the collective agreement. When a custodian is called out for duty, a minimum of two hours, at overtime rates, will be levied.

- 11.2 For Classification F user groups (For Profit):

When custodians are regularly on duty, no custodial charge related to the use of the facility shall be levied unless additional help is required for set-up, supervision, and/or clean-up. When a custodian is called out for duty the cost will be added to the cost of the rental agreement. The cost shall be calculated by multiplying the number of custodial hours deemed necessary by Facilities Services by the applicable custodial hourly rate as established by the collective agreement. When a custodian is called out for duty, a minimum of two hours, at overtime rates will be levied.

11.3 For All User Groups (non-profit or profit):

- a) If more than one user group is using enhanced custodial services (when custodian is present in unscheduled hours) the custodial costs shall be distributed in a fair and equitable manner as determined by the Superintendent of Corporate Services or designate.
- b) It is the responsibility of the user group to notify Facilities Services in advance (minimum of one (1) week notice) that they will not be utilizing the facility on a scheduled date. Failure to provide Facilities Services with at least one (1) week notice of cancellation may result in the rental group having to pay the applicable custodial overtime fee incurred.