



**COMMUNITY USE OF BOARD
FACILITIES**

Date Approved: 2000 05 25

Projected Review Date: 2003 05

POLICY STATEMENT: It is the policy of The Hamilton-Wentworth District School Board to make its facilities/properties available to the fullest extent possible, recognizing their importance to the community, within the established guidelines, with due regard for preservation of the educational program, available resources and for the protection and maintenance of Board property at no cost to the Board.

RESPONSIBILITY: Superintendent of Business and Treasurer

OPERATING PROCEDURES:

1. Community Partnerships are valued and such relationships will be fostered and encouraged through the School Principal in accordance with Board-approved criteria.
2. Municipal programs that are pursued through Culture and Recreation initiatives will be recognized through a reciprocal shared use agreement. The exchange of facilities, at no cost, will support school program demands on municipal facilities in accordance with the following principles:
 - a) That the curricular and co-curricular educational and community recreation activities are important elements of the school and community experience.
 - b) That the availability of facilities will be maximized for the students and communities.
 - c) Decision-making of schools and municipalities will be respected, and the working relationships between municipalities and the school board will be enhanced.
3. All Child Care programs will be co-ordinated through the Child Care Program Leader. A consistent child care agreement will be established with each child care program to appropriately document the rights and obligations of the Child Care program and the Board.
4. All Community use will be co-ordinated through the Accommodation and Planning Department.
5. All access to school facilities outside of the defined core hours will be supported by a "Permit" .
6. All applicable fees will be applied to the permit subject to the parameters of the established fee model and resulting rate

schedule. Schools will be allocated a share of revenues based on a formula driven model.

7. Only the school principal, vice-principal and/or caretaker will be solely responsible to ensure safety, security and maintenance during "rental" of a school building and as such must be present during "permitted" use.
8. Facilities will be available for community use outside of school designate times in the following sequence
 - partnerships
 - local community non-profit youth groups
 - local community non-profit adult groups
 - local commercial or business
 - other
9. School master keys are not to be released out of the immediate control of the school principal, vice-principal or caretaker.
10. That an annual report on community use of facilities be presented to the Board.