

Community Use of Board Facilities Procedure

RATIONALE:

Hamilton-Wentworth District School Board (HWDSB) believes in supporting its communities by making school board facilities available to the public. This is supported by the Ministry's *Community Use of Schools Funding* and *Priority Schools Initiative* that fosters partnerships and community relationships.

TERMINOLOGY:

Childcare Licence Agreements (Before and After School Care): space licenced for the provision of childcare services to provide before and after school care to students.

Community Use of Schools: Making school space available for rent by community groups, outside of regular school hours.

Community Use of Schools Funds: A Ministry initiative to decrease costs for Not-For-Profit groups to access school spaces outside of regular school hours.

Cost Recovery: Cost recovery refers to a cost accounting methodology that measures the total cost to operate school facilities and apportions it to the user. It calculates the cost per square foot to operate school facilities and applies it to the area used to determine a rate per hour. Direct and indirect costs are combined with variable data such as operating hours and facility inventory data to establish the cost recovery rate.

Fee Schedule: Associated fees that determine the cost to rent an HWDSB space.

Formal Partnerships: Mutually beneficial and supportive arrangements signed between the Board and community agencies for use of space outside of regular school hours in exchange for services to HWDSB students.

Municipal Reciprocal Agreement: A formal agreement with the City of Hamilton where the City allows students access and use of its facilities and in return is able to have access and use of HWDSB facilities for City programming.

Permit Holder: The permit holder is the person and/or organization named on the community use permit.

Priority Schools Initiative: Funding provided by the Ministry of Education to make space available in select schools in high needs communities, for non-profit groups to run programming outside of regular school hours, at no or low cost to participants.

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PROCEDURES:

1.0 General

- 1.1 Most HWDSB schools are available for community use during the school year from 6 p.m. to 10 p.m. Monday to Friday and 8 a.m. to 10 p.m. on weekends.
- 1.2 Schools are generally unavailable for community use from mid-June through mid-September, Winter and March Break, Statutory Holidays, long holiday weekends or P.A. Days.
- 1.3 This procedure is subject to the rules and regulations of *Community Use of Schools* posted on the board website.

2.0 Uses of HWDSB Facilities/Permit Classifications

Note the order of the types of permits reflects the priority allocation of space to groups.

2.1 HWDSB Use of Schools

- **HWDSB Permits** – School and department use permits. Events are for students and supported by principal or department staff
- **Unavailable for Use** – administrative permit type to block specific spaces normally available for CU but unavailable for use during a specific time due to HWDSB need (eg. maintenance work/ school requirement for program delivery)

2.2 HWDSB Affiliate/Formal Partnerships:

- **Partnership Agreements** – Formal agreements with HWDSB that that have been approved by Executive Council.
- **Focus on Youth Partnership** – Formal Partnership with child/youth serving organizations in support of programming funded by the Ministry of Education.
- **Election permits** – use of facilities for the purpose of election polling stations.

2.3 Childcare Licence Agreements:

- **Childcare Use Outlined Under Licence Agreements** – Logs use which is covered under a Licence Agreement. Conditions and costs are managed through the Licence Agreement.
- **Childcare Use – Permits** – Childcare use of space beyond what is covered in a Childcare Use Licence Agreement.

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2.4 Municipal Reciprocal Agreement:

- **City of Hamilton Reciprocal Agreement** - for use of indoor spaces and fields by the City of Hamilton.

2.5 Community Use of Board Facilities:

- **Authorized Recreation Program** – recreation programs provided after school, before 6 p.m., by community organizations and funded by Ministry of Tourism Culture and Sport for HWDSB students.
- **Not-For-Profit Serving Youth and Priority School - Not-For-Profit Serving Youth** – permits serving youth 18 years of age and younger (under 28 years of age when engaging people with disabilities). Preference is given to programming that is free or low cost, inclusive and is promoted widely to the local community. Priority School is a specific designation for programming in one of the 25 Ministry of Education identified priority schools, for which additional subsidy is available.
- **Not-For-Profit Serving Adult and Priority School – Not-For-Profit Serving Adults** – permits serving adults over the age of 18 years. Preference is given to programming that is free or low cost, inclusive and is promoted widely to the local community. Priority School is a specific designation for programming in one of the 25 Ministry of Education identified priority schools, for which additional subsidy is available.
- **Not-For-Profit – No Subsidy** – cost recovery category that applies to groups whose uses do not qualify for subsidy under the Community Use of Schools Initiatives Funding or Funding is no longer available for that budget year
- **Filming** – all film requests are managed through the HWDSB Foundation and governed by a Foundation contract. Priority of placement falls outside this sequencing as a) no previously approved CU permit will be cancelled owing to a film request, however b) Film permits are provided multiple exemptions not afforded other permits categories.
- **Commercial For Profit** – Uses by commercial/for profit groups

3.0 Cost recovery/Fee Schedule

- 3.1 The fee schedule for use of board space is determined based on a cost recovery model and is reviewed annually. The fee schedule is posted on the board website.

4.0 School Use during Community Use of Schools Hours

- 4.1 All school administrators will prepare an annual schedule indicating school use of facilities for the upcoming school year for use during normal Community Use of Schools hours. Schools submit their upcoming schedules to the Community Use of Schools department by June 1.

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School use during Community Use hours takes priority and may occasionally result in cancelation or redirection of a permitted use with sufficient notice to permit holders.

5.0 Cancellations, Amendments and No Shows

- 5.1 Community Use of Schools rules and regulations include fees and processes for cancellations, amendments and no shows to permits.

6.0 Available Spaces and Resources

- 6.1 Gyms, libraries, auditoriums, cafeterias and some classrooms are available for community use. Specialty rooms, staff rooms, kitchens and offices are not available for community use.
- 6.2 Permits include the use of volleyball standards and basketball nets. Sporting equipment such as volleyball nets, balls, floor mats, scoreboards etc., are not included as part of the rental agreement.
- 6.3 Rental groups/organizations are not allowed to store furniture, equipment or materials in any of our facilities.
- 6.4 Rental charges do not include the use of audio-visual equipment or sound system and stage lighting for auditoriums. This must be arranged directly with the school at least one week in advance of your rental.

7.0 Restrictions and Limitations

- 7.1 The Smoke-Free Ontario Act states that smoking or holding lit tobacco is not allowed anywhere on school property by anyone, at any time. This includes cars parked on school property or cars that are coming onto school property.
- 7.2 No food or drinks are permitted in facility foyers or to be taken into auditoriums and gymnasium spaces.
- 7.3 Pyrotechnics are prohibited in all HWDSB buildings and properties.
- 7.4 The room capacity must not exceed the Fire Prevention Division Maximum Occupant Load indicated on the capacity card posted.
- 7.5 Games of chance, lotteries, bingo games and all other forms of gambling are forbidden on HWDSB property.

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8.0 Consumption of Alcohol

- 8.1 See the Alcoholic Beverages on Board Premises Procedure under Community Engagement Pillar Policy.

9.0 Responsibility for Facility Damages

- 9.1 Facility Inspection Reports must be filled out at the start of or the first occurrence of a permit and signed by both permit holder and caretaking staff on site. This report is designed to identify existing conditions prior to the commencement of a permit.
- 9.2 With the exception of reasonable wear and tear, permit holders will be held responsible for any damages to the premises and/or equipment, as per Community Use of Schools Rules and Regulations.

10.0 Hours of Community Use of Schools Availability

- 10.1 Normal Community Use of Schools hours are:
 - 6 p.m. to 10 p.m. Weekdays
 - 8 a.m. to 10 p.m. Saturdays and Sundays
- 10.2 Hours of availability are dependent on the scheduling of custodial staff. Smaller schools may not be staffed as late in the evening as larger schools and therefore not available for the full community use of school hours listed above.
- 10.3 Use of school buildings may commence prior to 6 p.m. on instructional days at elementary and secondary schools, only with the approval of the school principal.
- 10.4 Facility use is limited or unavailable during Board professional development days, statutory holidays, winter, March and summer break periods. No external use of Board facilities is permitted during the first two weeks and last two weeks of the school year and the last two weeks of August. The exception to this rule is for our licenced child care operators to provide modified programs to families they serve during the school year.

11.0 Outdoor Playing Area

- 11.1 Outdoor playing areas may be permitted for use during Community Use of Schools hours.

Note: many school fields are included as part of the reciprocal agreement with the City of Hamilton and as such are permitted through the City.

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- 11.2 Depending on their nature, the frequency of activities may be limited in order to protect grassed areas. In addition, all field uses (either permitted through the City of Hamilton or HWDSB) must follow City of Hamilton cancellation of field usage due to weather.
- 11.3 Each user group will be held responsible for the payment of repairs to, or the replacement of, any grounds necessitated by the harmful acts of its group, or of individuals within the group.