



# Use of Board Facilities

Date Approved: March 2024

Projected Review Date: March 2028

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## PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) is committed to fostering co-operative and collaborative relationships with the broader community, using applicable Ministry of Education funds at no additional cost to HWDSB to maximize the use of Board facilities.

## GUIDING PRINCIPLES:

- Promote equity of opportunity and access to board facilities, including schools, for students and the school community.
- Strengthen relationships between HWDSB, community partners and the broader community.
- Ensure that subsidies align with Ministry of Education funding.
- Strive to offset and/or reduce operating costs where possible, through the pursuit of new or existing initiatives.

## INTENDED OUTCOMES:

- No additional cost to the Board beyond applicable Ministry funds, while creating and sustaining a continued relationship with the broader community.
- Ensure that Ministry funding for Community Use of Schools is fully utilized.

## RESPONSIBILITY:

Director of Education  
Members of Executive Council

## TERMINOLOGY:

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

*No Additional Cost:* Any costs above and beyond the regular cost recovery amounts, minus applicable Ministry funds, will also be applied to the users. This includes, but is not limited to, staffing, maintenance and operational costs.



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## ACTION REQUIRED:

Ensure that a set of procedures are developed and maintained for the following specific areas:

- Facility Partnerships and Community Planning, which consist of:
  - [Facility Partnerships License Agreements](#) (Appendix A)
  - [Child Care License Agreements, Birth to Kindergarten](#) (Appendix B)
- Community Use of Board Facilities, which consist of:
  - [Child Care License Agreements, Before and After School Care](#) (Appendix C)
  - [Community Use of Schools](#) (Appendix D)
  - [Municipal Reciprocal Agreement](#) (Appendix E)
  - [Formal Partnerships](#) (Appendix F)
  - [HWDSB's Use of Schools](#) (Appendix G)

Community Use of Board Facilities requires a rental fee. Rental rates are set annually by the Board of Trustees through the Finance and Facilities Committee. The current rates can be viewed [here](#).

## PROGRESS INDICATORS:

Intended Outcome	Assessment
No additional cost to the Board, while creating and sustaining a continued relationship with the broader community.	<p>Bi-annual survey of the broader community and community partners to assess the level of satisfaction with availability, cost and general feedback.</p> <p>Shared with Board through Finance and Facilities Committee report presentation.</p> <p>Evaluated through an audit of the number of hours used within available facilities.</p>
Ensure that Ministry funding for <i>Community Use of Schools</i> is fully utilized.	Evaluated through the Board's annual budget process.

## REFERENCES:

### Government Documents

Ministry of Education Memorandum 2006: B13 – Community Use of Schools Program

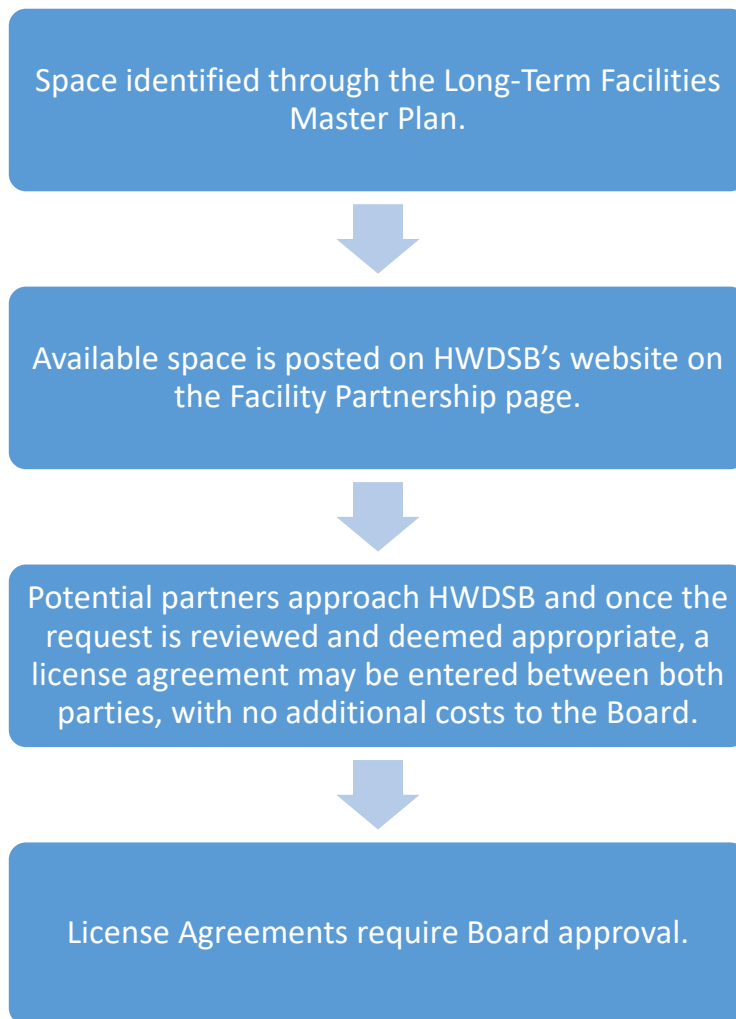
Ministry of Education Community Planning and Partnership Guidelines

Ministry of Education Pupil Accommodation Review Guidelines

# HWDSB

## Facility Partnerships (License Agreements)

- A Ministry initiative to encourage shared facilities, at no additional cost to the Board, with community partners using strict guidelines.



# HWDSB

## Child Care License Agreements, Birth to Kindergarten

- Identification of potential vacant space, or new builds, for purpose built child care space.
- Potential to acquire Ministry capital grants to construct purpose built child care space.

The City of Hamilton Consolidated Municipal Service Manager (CMSM), along with HWDSB, identify potential opportunities for childcare spaces based on community need.



HWDSB and CMSM apply to Ministry of Education for capital grant funding to construct additional licensed child care spaces.



HWDSB enters into agreement, at no additional cost to the Board, with licensed child care operator for the space.

# HWDSB

## Child Care License Agreements, Before and After School Care (License Agreement & Rental Fee applies)

- A requirement of the Ministry of Education to provide before and after school care in all elementary school that offer Kindergarten (where demand exists).

Survey school community to determine if there is enough interest to start before and after school care.



If interest exists, HWDSB enters into a license agreement with the childcare operator to offer the program, in community use spaces of the school.

# HWDSB

## Community Use of Schools (Rental Fee applies)

- HWDSB facilities, specifically classrooms, gyms and other spaces rented throughout the school year (Sept. – June), when they are not being used for school activities.
- Permits are approved depending on the availability of space and resources.
- Fees are charged according to an established fee schedule.

Community groups apply through an online application on HWDSB's website.



Community Use of School staff determine if the space is available and if the use is appropriate.

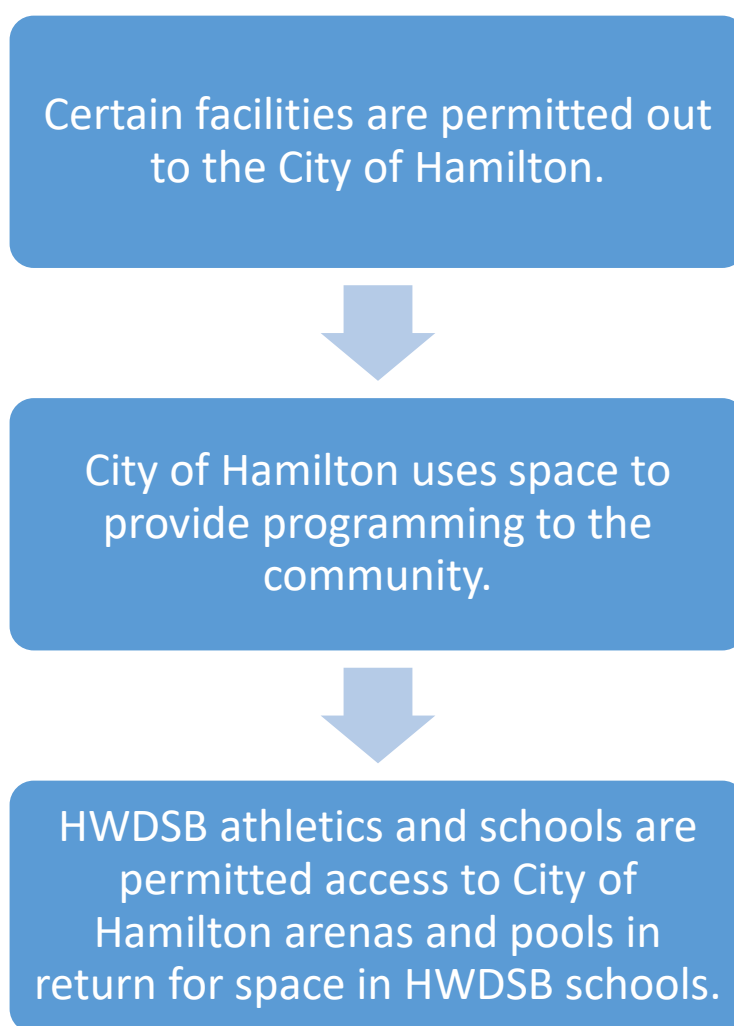


Permit is provided upon receipt of funds, based on the *rental rates*.

# HWDSB

## Municipal Reciprocal Agreement (Rental Fee applies)

- A long-standing 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.



# HWDSB

## Formal Partnerships (Rental Fee applies)

- Use of an HWDSB facility by a community agency in exchange for services to HWDSB students.

Agency approaches HWDSB through community engagement for use of facility (indoor/outdoor).



Community Use of School staff reviews the space and community engagement develops a partnership agreement, which requires Executive Council approval.



# HWDSB

## HWDSB's Use of Schools

- Ideally, schools plan and request their permits in the spring during their planning process for the following year.
- A school incurs Caretaking overtime fees if the school use is on the weekend, outside of normal Caretaking hours of operation.\*
- A board department incurs Caretaking overtime fees if the department use is held on the weekend, outside of normal Caretaking hours of operation.

(\*) Notwithstanding, when school use is for a purpose open to the entire school community and free of charge, School Generated Funds cannot be used to pay for Caretaking overtime fees.

School / School Council / Home & School Association request space for a Principal-supported use/event, during evening and weekend hours.



School enters permit.



Community Use of School staff review the permit and:

- Add Caretaking overtime fees if event is on the weekend.
- Cancel outside organization Community Use of School permit if necessary.