POLICY:	COMMUNITY USE OF SCHOOLS			#	903
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APPROVAL/REVISION DATE:	September 1, 2022	EFFECTIVE DATE:	September 20, 2022	REVIEW DATE:	September 2027
CROSS REFERENCE:	Handbook for Community Use of Schools				

POLICY

1. The Thunder Bay Catholic District School Board acknowledges that educational facilities are an integral part of the community and, as such, add to the spiritual, educational, recreational and social development of all who share them.

2. It is the intent of the Board to have its facilities used in the best interests of the community, when they are not required for school use. This policy is to be implemented in a cost neutral manner.

3. The first priority of the Board is education, and, in this context, management of these facilities rests with the Board.

A. GUIDELINES

1. The use of schools for student instruction, school extra-curricular activities and other school related business either during or outside of normal school hours shall take precedence over all other activities.

2. A *Permit for Use of Schools*, approved by the Manager of Plant Services in consultation with the School Principal or designate, is required for all community use of schools and for Board/school functions outside the normal hours of operation of the school (i.e. after regular classes have concluded for the day on weekdays and on weekends/holidays).

3. A schedule of fees shall be established by the Board and updated from time to time, with different rates established for each class of user *(see Appendix A and B of the Handbook)*.

4. Due to cleaning and maintenance requirements, permits will be limited during
    a. School holidays, including summer vacation
    b. Christmas and March breaks
    c. All public and civic holidays
    d. Examination days
    e. Designated professional activity days
    f. One week prior to school closing in June
    g. Two weeks after school opening in September

5. Any activity that may violate the canons of good morals, manners or taste, or may be potentially injurious to the Board's buildings, grounds or equipment will not be approved by the Manager of Plant Services.

6. The interpretation and administration of this policy and related *'Community Use of School Facilities Handbook'* is the responsibility of the Superintendent of Business and Corporate Services of the Thunder Bay Catholic District School Board. It is the prerogative of the Board to refuse the use of its facilities to any person or group.