THUNDER BAY CATHOLIC
DISTRICT SCHOOL BOARD

COMMUNITY USE OF SCHOOLS
Handbook

General Rules & Conditions

- policy 903 -

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Thunder Bay Catholic District School Board

Community Use of Schools

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Community Use of Schools

Thunder Bay Catholic District School Board believes that schools are the hub of communities. The Community Use of Schools Program offers an effective use of taxpayer investment, by providing citizens and groups with a place to come together, to volunteer, build skills, access program, become physically active and develop strong and healthy communities.

The Board offers community agencies, parent groups, sports organizations and local citizens fair access to the use of school space free of charge during non-school hours in accordance with Board Policy 903: Community Use of Schools. All other private, corporate or for profit groups can have access to the use of school space for fees set out in Appendix B.

Community Use of Schools is subject to availability and may not interfere with scheduled school activity.

Most Schools are available Monday to Friday 6:00 pm to 10:00 pm and on some weekends from 8:00 am to 10:00 pm.

Groups are required to complete an online Application/Permit request for Community Use of Schools. This can be done online through our electronic booking system. Please go to Community Use of Schools to find all information. All potential permit holders to review the general rules and conditions before applying for a permit.

Any questions or concerns can be directed to the Facilities Department at 807-625-1595.

Thunder Bay Catholic District School Board

Community Use of Schools

GENERAL RULES AND CONDITIONS

1. BOOKING PROCEDURES AND APPROVALS

1.1 All applications for permits to use school facilities must be made through the online booking system eBase. This can be found on the Board's website under Community Use of Schools. All requests must be received by the Manager of Facilities Services 10 days prior to the date requested.

1.2 Application for use of school playing fields during July and August must be received before June 15th and will terminate on August 31st.

1.3 The general term of yearly permits shall be from September 15th to June 15th in the current year of issue.

1.4 Blackout Periods- Community use of school facilities will be limited due to staffing levels and maintenance; i.e. during school holidays - including summer months, Christmas and March breaks, all statutory holidays, professional activities days, examination days and when schools are closed due to inclement weather.

1.5 No applicant shall be granted a permit to use any building, facility or playing field unless the individual has reached the age of legal responsibility (18 years).

1.6 The Board reserves the right to cancel a permit if, after issuance, the school finds it necessary to use the reserved accommodation for school use. As much notice as possible will be given to the user. Cancellation of permits will be made only as a last recourse when no other alternative is available. The Manager of Facilities Services, in conjunction with the School Principal or designate, will arrange to contact the group concerned regarding the cancellation.

1.7 School custodians will be at the school during all rental times.

2. FEES

2.1 Fees will be charged for the use of school facilities according to the classification of user (*Appendix A*).

2.2 The fee schedule ***Appendix B*** is subject to review and update periodically.

2.3 All costs for damage attributable to the user of space shall be charged to the permit holder.

2.4 Other costs may be added to the basic rental fee if additional services are required. This could include furniture set up, additional cleaning services, utilities, Board equipment, etc. Such requirements shall be quoted before the User Permit is issued.

2.5 Refunds will be made only under extenuating circumstances. The amount refunded will be net of any costs incurred by the Board.

3. AVAILABLE SCHOOL RESOURCES

3.1 The following school resources may be made available:

- Selkirk Auditorium - St. Patrick High School
- St. Ignatius High School Auditorium
- Gymnasiums (including change rooms and showers)
- General purpose rooms
- Cafeterias (eating areas only)
- Classrooms
- Playing fields
- Artificial turf fields
- Synthetic track

3.2 Evening use of school facilities shall be generally restricted to those sites where there is a regular evening custodial shift.

3.3 The normal hours of availability will be ***no later than 10:00 p.m***. Use after these hours and on weekends and holidays may incur additional costs.

3.4 The days and hours that school facilities will be made available for community use shall be at the sole discretion of the Board.

3.5 Smudging and use of Cultural Room & gymnasium (with proper notice) Cultural Protocol: Thunder Bay Catholic DSB is a multicultural, multidisciplinary organization operating in a variety of cultural contexts. Cultural Safety is the endorsed philosophy of TBCDSB for ensuring all staff, students and those with whom we interact feel safe, respected and valued for our diversity. It should be noted that the Board respects and supports the FNMI tradition of smudging. Please refer to Policy 725 Cultural Protocol & Policy 727 Cultural Safety.

4. RESTRICTIONS

4.1 Smoking and vaping in school buildings/Education Centre or on school/Education Centre property is not permitted.

4.2 The consumption and/or sale of alcoholic beverages in and on Board property is prohibited.

4.3 Games of chance shall be permitted on school property in accordance with prevailing laws when the promoters have first obtained all necessary licenses.

4.4 Subletting of space is not permitted. Any use or attempted use by one group in the name of another may result in the immediate cancellation of the permit.

4.5 The group shall confine their activity to the facilities designated in the permit and to the associated corridors and washrooms.

4.6 No Birthday Celebrations or Inflatable play structures are permitted on any school property.

4.7 Changes will not be allowed to electrical services without the approval of the Manager of Facilities Services.

4.8 Parking is only permitted in designated areas. Fire routes and drive ways shall not be blocked. Failure to comply may result in ticketing or towing.

4.9 Proper footwear is to be used by all persons using the gymnasium, artificial turf fields and synthetic track. No Metal Studs or Blades are to be used on any surface. For all gymnasiums all users are to wear indoor shoes when participating in activities.

4.10 Any food brought into the site to be taken home with the permit holder after the permit. Propane BBQs or stoves are not allowed on Board property without direct approval from the Facilities Department

4.11 High risk activities as determined by the Thunder Bay Catholic DSB, will not be permitted on school property, such as and not limited to; discharge or use of weapons, activities involving use of School-Board owned equipment by unqualified individuals and other pyrotechnical devices.

4.12 Use of equipment not stated on permit is forbidden.

4.13 Reconstruction and or permanent painting of existing stage or building fixtures is prohibited.

4.14 Keys or fobs for access codes shall not be provided to permit holders.

4.15 Wireless internet access will not be provided to permit holders.

4.16 No glass, chewing gum, sunflower seeds, coloured drinks or dogs are allowed on the artificial turf or synthetic track.

4.17 Thunder Bay Catholic District School Board premises are protected by surveillance cameras.

5. RESPONSIBILITIES OF THE PERMIT HOLDER

5.1 The permit holder shall provide a certificate of comprehensive liability insurance in the amount of $2,000,000. The insurance shall cover the board from and against any and all risks that may arise out of the permit use or activity. Failure to file a certificate shall result in cancellation of the permit.

5.2 The applicant shall be responsible for any damage to Board property and equipment as determined by the Manager of Facilities Services in conjunction with the School Principal. The Board may require the applicant to provide a damage deposit of cash or certified cheque prior to the use of the facility. The deposit may be returned in full or in part subject to an assessment of any and all Board expenses related to the use of Board property by the School Principal.

5.3 The applicant shall be responsible for ensuring that the premises are vacated promptly on time as specified on the permit.

5.4 The supply of sports equipment, audio-visual equipment and special lighting shall be the responsibility of the user.

5.5 The applicant shall be responsible for the conduct and supervision of all persons admitted into

the school and ensure that all requirements of the permit are met.

5.6 In the case of a dance, the applicant shall provide adequate supervision and/or security as required by either the School Principal and/or the Board.

5.7 Compliance with all requirements of the Retail Sales Tax Act and any other licenses, etc., shall be the responsibility of the user.

5.8 The permit holder shall ensure the premises are left in the same order as on arrival. All equipment to be put away, with garbage placed in proper disposal bins.

6. SAFETY REQUIREMENTS

6.1 The Board will not be responsible for personal injury or damage, or for the loss or theft of clothing or equipment of the applicant, or anyone attending on the invitation of the applicant. The Board reserves the right to request proof of liability insurance as a condition of acceptance of the application.

6.2 All permit holders must be familiar with the location of fire exits, fire alarm pull stations, and firefighting equipment prior to using the facility.

6.3 The exits must be kept free from obstruction in case of fire.

6.4 The permit holder shall ensure adherence to local fire safety regulations. Decorations and portable materials must conform to fire safety standards.

6.5 The number of people attending an activity in a school facility shall not exceed the maximum occupancy for the space.

7. APPEALS

7.1 All appeals regarding the use of school facilities and grounds shall be sent initially to the Manager of Facilities Services who in conjunction with the School Principal will render a decision. In the case of a further appeal, the Superintendent of Business and Corporate Services shall make the final decision.

USER GROUPS

APPENDIX A

	User Classification	Conditions	Fee
A	1) School / Board Supported a) Programs sponsored and/or supported by the Thunder Bay Catholic District School Board b) Co-curricular and extra-curricular activities supervised by a teacher / Board employee c) Education committees d) School Council activities e) All groups representing persons with exceptionalities f) Any parent group whose sole purpose is to raise funds to provide additional activities and/or facilities for the school g) Local Catholic Parish organizations or other groups approved by the Board h) All local community groups for instruction in a second language e.g. Heritage Language Classes, English-as-a-Second Language	These groups must have a member of the school staff in attendance. No custodian will be in attendance unless specifically requested, and approved by the Manager of Facilities Services. If a custodian is approved, the Board will pay the custodian's overtime rate.	No charge
B	2) Not-For-Profit Groups a) *Youth-related Community Groups* under eighteen (18) years of age whose membership is not restrictive and whose leaders and/or instructors receive no direct compensation for supervising and/or instructing these groups (e.g. Scouts, Cubs, Brownies, Guides, Cadets) b) *Children's Sport and Recreation Service Providers* as recognized by the Ministry of Tourism & Recreation c) *Child Care Operations:* before and after-school child care programs delivered as *per Day Nurseries Act* d) *Other Not-for-Profit Groups or Charitable Organizations* such as local service clubs, community health associations, seniors groups etc. as determined by the Board e) Organized external athletic and amateur sports groups	These groups will be given use of schools where there is a custodian assigned to a regular evening shift. (Exclusion of Artificial Turf Field and Synthetic Track)	No charge (See Rate Schedule for Field and Track Pricing)
C	3) **Commercial / Private** Activities for private, corporate or other organizational gain such as: a) Local community theatre, dance or musical productions b) Unorganized adult recreational, athletic and amateur sport groups utilizing facilities for personal recreation	Charges will be levied for all areas used and for additional custodians as assigned by the Manager of Facilities Services. In those circumstances when a custodian is required outside of the normal custodial working hours costs will be recovered from the user group.	Charges as per Rate Schedule

*City of Thunder Bay, Recreation Department Programs and Lakehead District School Board will be based on the terms of the Reciprocal Agreement

APPENDIX B

Rate Schedules

A non-refundable fee now applies to each community-use school permit.

The fee is $25 plus HST for a single-date permit or $100 plus HST for a permit covering multiple dates.

Facility Rental	Category "A" Board	Category "B" Not-For-Profit Rates per HR Weekday	Category "B" Not-For-Profit Rates per HR Weekend	Category "C" Commercial / Private Rates per HR Weekday / Weekend
			Minimum 2 Hours	Minimum 2 Hours
Gymnasium	No Charge	No Charge	$35	$100
General Purpose Room	No Charge	No Charge	$35	$100
Cafeteria (Eating Area)	No Charge	No Charge	$35	$100
Classrooms	No Charge	No Charge	$35	$100
Extra Services				
Seating (setup / take down)	No Charge	No Charge	$50	$50

** HST is charged on Rental Rates*

Artificial Turf & Track	Category "A" Board	Category "B" Not-For-Profit Rates per HR	Category "C" Commercial / Private Rates per HR
St. Patrick Artificial Turf Field	No Charge	$75	$125
St. Ignatius Artificial Turf Field	No Charge	$75	$125
Synthetic Track	No Charge	$75	$125
Extra Services		Rates per HR	Rates per HR
Lights- St. Ignatius	No Charge	$60	$60
Scoreboard	No Charge	$20	$20

**** HST is charged on Rental Rates***

CONDITIONS

1. If additional clean-up is required all costs will be assumed by the permit holder.

2. Custodial costs may be added for any extraordinary expenses (e.g. extended hours and special activities, etc.) at the discretion of the Manager of Facilities Services.

3. All rentals require proof of $2 million liability insurance with the Thunder Bay Catholic District School Board added as an “additional insured”.

Selkirk Auditorium - St. Patrick High School St.

Ignatius High School Auditorium

Rate Schedule

Auditorium Stage & Seating	Category "A" Board	Category "B" Not-For-Profit	Category "B" Not-For-Profit Weekend	Category "C" Commercial / Private	
			Minimum 2 hours	Per HR	Per Day Rate
Hourly Rental	No Charge	No Charge	$35	$100	NA
Full Evening Rental Monday – Friday	No Charge	No Charge	NA	NA	$500
Full Day Rental Saturday – Sunday	No Charge	No Charge	NA	NA	$1,000

** HST is charged on Rental Rates*

CONDITIONS

1. Rental fees include use of the stage, eating and provision of custodial services, as determined by the Manager of Facilities Services. Additional fees will be charged for classroom spaces required.

2. Special approval from the Manager of Facilities Services is required to extend hours of use beyond those stated above.

3. The auditorium is not equipped with special sound or lighting systems. These are the responsibility of the permit holder to provide for his/her own use; however, there may be some restrictions due to the available power supply to the auditorium.

4. When Board equipment such as built-in lighting, sound and projection equipment is used, it shall be operated by school appointed trained personnel, and a user fee shall be charged to the permit holder.

5. If additional cleanup is required, all costs will be billed directly to the permit holder.