
POLICY P 135 CON

TITLE: COMMUNITY USE OF SCHOOL FACILITIES

Date Authorized: 12 March 1998

Last Revised:

Last Reviewed:

COMMITMENT TO INDIGENOUS RIGHTS, HUMAN RIGHTS, AND EQUITY

The Board recognizes its responsibility to ensure that this policy and associated procedures promote and protect Indigenous rights, human rights, and equity. The Board will strive to address and eliminate discrimination and structural and systemic barriers for students, staff, and community.

1.0 OBJECTIVE ~~RATIONALE~~

To support the use of District facilities for the City of Ottawa and communities to promote the concept of Community Schools, and resources through the use of Permits and written agreements as appropriate and with reasonable user fees, where applicable;

- 1.1 ~~co-operating with the District and the City of Ottawa to Permit use of District facilities or property for the general benefit of the community; and~~
- 1.2 ~~requiring school staff to plan their facility needs after regular school hours in advance of the school year so as not to cause unnecessary cancellation of community Permits after they have been issued.~~

2.0 DEFINITIONS

Please refer to Appendix A for a full list of definitions used in this policy.

3.0 GUIDING PRINCIPLES

- 3.1 The Board believes school facilities should provide a place to gather, volunteer, access community programs, become physically active, and build strong and healthy communities.
- 3.2 The Board strives to promote the concept of Community Schools by:
 - a) making District facilities and resources available to the City of Ottawa and communities through the use of Permits and written agreements, as appropriate and with reasonable user fees; where applicable;

- b) co-operating with the District and the City of Ottawa to permit use of District facilities or property for the general benefit of the community; and
- c) requiring school staff to plan their facility needs after regular school hours in advance of the school year so as not to avoid cause unnecessary cancellation of community Permits after they have been issued.

4.0 SPECIFIC DIRECTIVES

- 4.1 The District reserves the right to determine how spaces are allocated to ensure continuity of programming for CUS users.

Fees

- 4.2 The District shall, at a minimum, annually review, update, and approve the schedule of user fees for the different categories of community activities for use of school facilities shall be updated annually as approved by the Board through the budget process, with the new schedule taking effect the following September.
- 4.3 The District Board shall approve also retain approval authority for fees included in individual written agreements; such fees may vary depending on the scope of the agreement.
- 4.4 All bookings for the use of school facilities and administration of leases and agreements shall be the responsibility of the central booking office.
- 4.5 District facilities are available for booking on weekends (Saturdays and Sundays) from 8:00am – 6:00pm. There will be an increase in rates for bookings on weekends. District facilities shall only be available for community use on Sunday evenings in the most exceptional circumstances and based on the most current user fee schedule.
- 4.6 Current Sunday Permit Holders' usage shall be grandfathered and be subject to rate increases as per the user fee schedule.
- 4.7 User fees shall be reviewed on at least an annual basis and/or as required in a school year annually and adjusted to ensure that the District recovers totally a reasonable portion of the total costs incurred through community use of school facilities.

Appropriate use of School Facilities

- 4.8 Use of alcoholic beverages shall only be considered on District Property where the Permit Holder has first obtained all necessary licenses in accordance with the District's Special Occasion Permit process and prevailing laws. Food or beverages shall be consumed only in the cafeteria or designated areas. be Permitted on school premises in accordance with the District's Special Occasion Permit Process and prevailing laws when all necessary licences have first been obtained by the Permit holder. Food or beverages to be consumed ONLY in the cafeteria or designated areas.
- 4.9 Smoking is not allowed on District property. Smoking and Vaping are prohibited on all OCDSB premises and are against the *Smoke Free Ontario Act*.

- 4.10 Recreational cannabis possession and/or use is not permitted on District Property.
- 4.11 Games of chance shall only will be permitted on District Property school premises in accordance with prevailing laws when all necessary licenses have been first obtained by the Permit Applicant and in accordance with prevailing laws. holder.
- 4.12 Community Use of Schools (CUS) staff is authorized to procure security services where the attendance or activity indicates that such services are appropriate.
- 4.13 The Director of Education shall issue such procedures as may be necessary to implement this policy.

5.0 APPENDICES

Appendix A: Policy Definitions

6.0 REFERENCES

OCDSB [Policy P 060 FIN - Vandalism, Theft, Damage or Loss Affecting Board Property](#)
~~OCDSB Policy P.033.SCO: Smoking on Board Premises~~
OCDSB [Procedure PR.507 CON - Community Use of School Facilities](#)
OCDSB [Procedure PR 522 SCO - Smoking and Vaping on Board Premises](#)
OCDSB [Procedure PR 552 FIN - Vandalism, Theft, Damage or Loss](#)

APPENDIX A: POLICY DEFINITIONS

In this policy,

Applicant means the person who submits the Community Use Application.

Board means the Board of Trustees.

Community Schools refer to educational institutions that prioritize collaboration with families, community members, and local organizations to foster a supportive and inclusive environment for all. Additionally, these schools emphasize partnership and engagement opportunities, welcoming all community members to contribute to and benefit from the learning experience.

District means the Ottawa-Carleton District School Board.

Permit means a document issued by the District and is the authority for the use of a school for all Community Use events.

Permit Holder means the person and or Organization named on the Community Use Permit.