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**POLICY P.135.CON**

**TITLE: COMMUNITY USE OF SCHOOL FACILITIES**

**Date Issued: 12 March 1998**  
**Revised: 23 October 2007**  
**Authorization: Board: 23 February 1998**

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**1.0 OBJECTIVE**

To promote the concept of community schools by:

- 1.1 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;
- 1.2 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
- 1.3 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 POLICY**

- 2.1 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. The Board shall also retain approval authority for fees included in individual written agreements; such fees may vary depending on the scope of the agreement.
- 2.2 All bookings for the use of school facilities and administration of leases and agreements shall be the responsibility of the central booking office. District facilities shall only be available for community use on Sunday in the most exceptional circumstances and based on the most current user fee schedule. Current Sunday permit holders' usage shall be grandfathered and be subject to rate increases as per the user fee schedule.
- 2.3 User fees shall be reviewed annually and adjusted to ensure that the District recovers totally the costs incurred through community use of school facilities. Staff shall report regularly on the fees and costs incurred in using community space.

- 2.4 Use of alcoholic beverages shall 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.
- 2.5 Smoking is not allowed on District property.
- 2.6 Games of chance will be permitted on school premises in accordance with prevailing laws when all necessary licenses have been first obtained by the permit holder.
- 2.7 Staff is authorized to procure security services where the attendance or activity indicates that such services are appropriate.

### **3.0 SPECIFIC DIRECTIVES**

- 3.1 The Director of Education shall issue such procedures as may be necessary to implement this policy.

### **4.0 REFERENCES**

Board Policy P.060.FIN: Vandalism, Theft, Damage or Loss  
Board Policy P.033.SCO: Smoking on Board Premises  
Board Procedure PR.507.CON: Community Use of School Facilities  
Board Procedure P.522.SCO: Smoking on Board Premises  
Board Procedure PR.552.FIN: Vandalism, Theft, Damage or Loss