



INSPIRE. EMPOWER. ACHIEVE.

ADMINISTRATIVE PROCEDURE 545: PUBLIC USE OF SCHOOL FACILITIES	
Adopted/Original Date of Issue	January 2020
<input checked="" type="checkbox"/> Last Reviewed <input checked="" type="checkbox"/> Revised	January 2020
Next Review Date	January 2025
Contact	Facilities Department

Public Use of Facilities

BACKGROUND

Renfrew County District School Board’s primary responsibility is for the education of elementary and secondary school students and therefore holds that the first claim on its facilities must be for the education of our students. After the needs of the regular school day are met, the next priority of use is the district’s continuing education program. Public use of board property must not encroach on the optimum use of its facilities and the safety of students in the regular school day and co-curricular program or in the continuing education program.

The district is prepared to engage in co-operative planning with municipalities to achieve maximum use of existing facilities on a reciprocal basis and to provide such additional facilities as may be mutually beneficial to the district and the municipality.

The district recognizes that student development and the educational process may be broadened and enriched by access to the resources of the community. It therefore welcomes any arrangement with the municipalities which brings their facilities to the service of students on a reciprocal basis.

The district therefore favours public use of school buildings and playgrounds. However, it reserves the right to determine categories of user groups for the purpose of establishing priority of status where more than one group requires the same facilities at the same time, and the fee scale to be charged for the use of facilities.

The district will establish terms governing the use of its facilities to provide uniformity for public use across the county. All groups using school facilities shall complete an approved form. The Director of Education or designate has discretionary powers in the administration of this procedure.

Individual agreements, e.g. with municipalities, recreation associations, extend or supersede this procedure.

PROCEDURE

General

1. Groups that abuse board property may forfeit their eligibility and be charged for undue damage.
2. Principals, or their designates, shall input their schedule for school/student activities a minimum of one month prior to the booking date.
3. The Director, or designate, may refuse an application by any person or group that does not meet the criteria of an eligible community use group. (i.e. private parties, activities not in compliance with school use, individuals or groups with historical issues as a community use group.)
4. The tenant group is responsible to supervise and control its members and spectators. Adequate adult supervision (21 years of age or older) must accompany all user groups. Groups with minors must have a minimum of one adult supervisor for every 20 minors. These adults must supervise the group at all times during the rental period and in all areas of the premises that have been rented. It is the responsibility of the user group supervisor to ensure that the group uses only the rooms indicated in the rental application along with associated corridors and washrooms.
5. Only district personnel shall assign duties in connection with the rental of school facilities and the cleaning and closing of rented buildings.
6. The user group must carry a minimum of \$2 million in liability insurance to cover its activities when using district facilities. The Board must be listed as an additional insured on the certificate of insurance.
7. Bookings will be made using the online application process located on the Board's website (www.rcdsb.on.ca). Where there is a board/municipality joint recreation operating committee, bookings may be made by the Recreation Department. Custodial arrangements will be managed by the Facilities Department.
8. Community Use bookings must be made a minimum of two weeks in advance of the date of use and a valid credit card must be provided to cover all related rental charges and applicable fees.

9. Groups using gymnasiums for athletic activities must wear footwear of a type that will neither mark nor damage the floor.
10. Smoking, vaping, the use of tobacco products and the consumption of alcohol will not be permitted in the schools or on school property (within 20m of the property) in accordance with Administrative Procedure 170.
11. User groups must vacate district premises not later than 10:15 pm unless special arrangements have been made through the community use office.
12. Organizations may use only the rooms covered in their rental application, along with the associated corridors and washrooms. All other parts of the building are out of bounds.
13. Once a reservation is confirmed, it may only be preempted by the principal for significant educational purposes.
14. Where the group does not adequately meet the district's conditions for the use of school facilities, the community use office may cancel the contract.
15. District facilities are not intended to compete with private enterprises or commercial ventures. Public dances for private or corporate gain will not be allowed in school buildings when public halls are available in the community or within reasonable distance thereof.

Daytime Use of School Facilities

1. Daytime use of school facilities by outside groups shall be permitted under the terms of reference that govern public use of school facilities.
2. Such use is permitted where there is space surplus to school requirements as determined by the principal.
3. The user group must not interfere in any way with the normal operation of the school. Where such interference occurs, the principal may, after reasonable warning, suspend further use of the school by that group until the Director or designate has considered and made a ruling on the case.

Voting Accommodation

Where space in a school is requested for use as a polling station, such space shall be made available in accordance with the Polling Places guidelines in the [Election Act, R.S.O., 1990 c. E6](#):

1. The principal and superintendent decide that space can be made available in the school for use as a polling station without seriously upsetting the regular school program.
2. Fees charged shall not be greater than the flat fee established by the Election Authority and shall cover expenses incurred, including custodial services.

3. The Election Authority is responsible for assuring proper supervision of the access areas and facilities placed at the service of the Election Authority.

Conditions of Use of Outside Accommodation

(playing fields, track and field areas, etc.)

1. User groups must supply their own equipment.
2. User groups must clean up the area and leave the facilities in a satisfactory condition.
3. The user group has the responsibility of providing proper supervision of its members and spectators.
4. The user group is responsible for parking and other possible problems arising from the use of the school grounds. It must prevent members and spectators from parking cars on school lawns or any other unauthorized areas.
5. Where experience shows that public use of outside facilities results in deterioration of the grounds or any other form of loss to the district, compensation charges will be instituted for subsequent use.

Notes

1. Costs of any additional custodial service required (including unauthorized/entry call back) will be the responsibility of the user group.
2. A leasing arrangement must be negotiated for long-term use.

Categories

Category 1 – School Use

- Board sanctioned activities
- Extracurricular Programs
- Board sponsored Professional Development
- School council meetings
- School fun fairs
- Graduation exercises

Category 2 – Youth Non Profit

- Organized and maintained by volunteers with participation open to all children/youth in the community
- All revenue is reinvested directly back into the organization
- Organizers, instructors and coaches are not paid salaries or honorariums

- All participants are under 18 (not including instructors/coaches/leaders)

Category 3 – Adult Non Profit

- Organized and maintained by volunteers with participation open to everyone in the community
- All revenue is reinvested directly back into the organization
- Organizers, instructors and coaches are not paid salaries or honorariums

Category 4 – For Profit

- Clubs or groups offering programs/activities programs where the proceeds are retained by the group
- Colleges, universities
- Driver’s Education
- Fitness instructors
- Performances

Category 5 – Music/Dance Instructor - School Hours

- Music, dance, and art instruction offered to students
- During day time hours (Monday-Friday, 8:00am-4:00pm)

Category 6 - Reciprocal

- Agreement to exchange space between municipality and school board.

Use of School Equipment

It is understood that permission to use school facilities does not include the use of school equipment. Specific arrangements for such use, including a rental fee, if any, must be requested in the permit a minimum of three business days before the permit start date. Access to school equipment is at the discretion of the principal. An operator, i.e. A.V. Technician may be provided at user cost if agreed upon. The principal may levy a fee for piano tuning where it is warranted.

Legal References

Education Act S. 171; S. 265
Election Act, R.S.O, 1990 c. E6

RCDSB References

[Administrative Procedure 170: Smoking](#)

Procedure History

Approved:	February 2021
Reviewed:	February 2021
Revised:	February 2021