



## Community Use of Schools Frequently Asked Questions

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### How do I rent the gym at my local school?

Renting a school facility is a simple four-step process you can complete online.

1. Select Book a School Space on the Community Use of Schools section of the Board's [website](#).
2. Select Book a School Space.
3. Create a New Account or Login to an Existing Account. New accounts must be approved by the Facility Booking Clerk before permits can be created. You will be notified by e-mail once your account is approved.
4. Click create a new permit and follow steps one through five then click submit.
  - All permits require insurance and a credit card.
  - Add any special instructions i.e. equipment needs
  - Update your permit if you require extra time/space

Once your application is approved, a rental permit is sent to you electronically and all applicable fees are charged to your credit card.

### How much does it cost to use school facilities?

Rental fees are determined by category; visit **Permit and Rental Fees** on our webpage to see our category classifications. To create affordable access to community facilities the Government of Ontario developed the Community Use of Schools Grant which subsidizes rental rates for not-for-profit groups. Refer to the category classifications to determine if your group is eligible.

### How old do I need to be to rent a school facility or outdoor space?

Applicants must be 21 years of age for a rental permit.

### **How do I know what my user group category is when requesting to rent a facility?**

Visit **Rental Group Categories** to see descriptions of the user group categories. If you are still unsure, you can contact the rental office at [communityuse@rcdsb.on.ca](mailto:communityuse@rcdsb.on.ca).

### **How are user groups prioritized when requesting to rent a facility?**

Schools have first priority for use of school facilities. Facility usage priorities ensure the community has fair and equitable access to all school facilities.

### **Do we need to have insurance?**

Yes, everyone must have a minimum of \$2 million liability insurance, with the Renfrew County District School Board listed as an additional insured. Visit the **Rules and Regulations** document on our webpage for detailed information about liability and insurance.

### **Can we serve alcoholic beverages at our event?**

No. The use, sale or supply of alcohol is not permitted in any building or on any property owned or operated by the Renfrew County District School Board.

### **How can I make changes to my rental permit?**

Please indicate any change requests or additions through the discussion option on your permit. Organizations are granted one free alteration to their permit. There is a \$10 processing fee for each subsequent alteration.

### **Once I submit my rental request, it is approved?**

No. There may be other requests ahead of yours awaiting approval.

### **How do I know if my rental permit request is approved?**

You will receive an email notification once your permit is approved. You can also [login](#) to view the status of your permit. Be sure to check the dates in the listing.

### **How long will it take before my rental request is approved?**

All permits should be submitted a minimum of two weeks prior to the permit start date to ensure sufficient processing time. Permits may be processed more quickly depending on request volume.