



## **Policy Manual – Buildings/Plant/ Grounds**

### **B.R.01 - Community Use of School Facilities**

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*The mission of Catholic Education in Hamilton-Wentworth, in union with our Bishop, is to enable all learners to realize the fullness of humanity of which Our Lord Jesus Christ is the model*

#### **POLICY STATEMENT**

The Hamilton Wentworth Catholic District School Board believes in building partnerships with parishes, parents and the community at large. The Board acknowledges that educational facilities are an integral part of the community and supports the spiritual, educational, recreational and social development of all who share them. It is the intent of the Board to have its facilities used in the best interests of the community when they are not required for school use. The use of Board facilities must be complementary to the Mission and values of the Hamilton Wentworth Catholic District School Board, as well as consistent with the moral teachings of the Catholic faith.

#### **Policy Support**

##### Procedure Manual – Community Use of Schools

#### **Purpose:**

The Hamilton Wentworth Catholic District School Board recognizes the need to facilitate applications and approvals for the appropriate use of Board facilities outside of normal school hours (with exception – election agreements, lease agreements and special events) by eligible renters in the following order of preference:

- i) School and School Board;
- ii) Catholic Parishes and the Catholic Youth Organization;
- iii) Not for Profit Youth groups/activities;
- iv) Charity events;
- v) Not for profit Adult groups/activities; and,
- vi) Commercial or business enterprise

#### **Responsibilities:**

##### Director of Education

It is the responsibility of the Director of Education to oversee compliance with the Community Use of Schools (CUS) policy and procedures

##### Associate Director of Corporate Services and Controller of Business Services

It is the responsibility of the Controller of Business Services and the Associate Director of Corporate Services to administer this policy

##### Community Use of Schools Coordinator

It is the responsibility of the CUS Coordinator to implement and enforce this policy, as well as the adherence to Procedure Manual

## Principals

It is the responsibility of the principal to:

- facilitate the implementation of this policy at the school level;
- to be the applicant for school activities by centrally blocking off use of the school's own facilities by June 30 for the next school year;
- to ensure that relevant (custodial) staff are informed and in place for afterhours use; ~~and~~,
- and to file an incident report if there is damage or misconduct when a facility user fails to comply with the conditions of the permit  
<https://www.hwcdsb.ca/support/communityuseofschools/>  
(see Rules and Regulation section)

## Custodians

The custodian who has accepted and is assigned to work the CUS permit is responsible to:

- Open school and greet site supervisor for permit;
- Set up and take down, as outlined in permit;
- Secure school as required;
- Maintain grounds as required ( this includes shovel and salt event entrances; pick up debris and garbage );
- Perform daily fire log, visual checks and record accordingly in site fire log books;
- Set up and clean bleachers and seats in auditorium as required;
- Vacuum all carpets in affected areas;
- Dry mop and wet mop gym floors, corridors and stairwells in affected areas as required;
- Collect garbage after event and remove waste to dumpster;
- Clean and disinfect all washrooms/ change rooms in affected areas;
- Replenish washrooms supplies periodically;
- Regularly check in with and monitor facility rentals; and,
- Operate machinery: buffers, wet/dry vacuums, shampooers, auto scrubbers, snow blowers, etc. as required

## Permit Holder

It is the responsibility of the permit holder to:

- Comply with the conditions of use as outlined in the CUS Procedure Manual, an addendum to this policy <https://www.hwcdsb.ca/support/communityuseofschools/>  
(See Rules and Regulations section)
- Digitally sign off that they have read and understood all of the conditions of use annually ;
- Attend the annual in-service for updates to Community Use of Schools permitting;
- Ensure that all site supervisors or organizational representatives are apprised of Emergency procedures and the health and safety content of the in-service;
- All community users must adhere to the Provincial and Board's Codes of Conduct and demonstrate respectful behavior at all times. The permit holder or site supervisor is responsible for conduct, supervision and the preservation of order for the scheduled activity/event.
- To pay all fees associated with use of facility/space
- To provide applicable Canada Revenue Not for Profit documentation to substantiate claims for subsidy as well as applicable police checks for programming

## Parameters

- The administration of the Community Use of Schools Policy and related procedures is the responsibility of the Community Use of Schools permit office of the Hamilton Wentworth Catholic District School Board;
- This policy will be implemented on a minimum cost-recovery basis. Permit fees for all Board facilities, equipment and furniture will increase based upon the Ministry of Education's Community Use of Schools Cost Recovery Pricing Model. Rates will be updated accordingly and subject to change without notice; Rates may also be subject to an annual increase based upon the CPI (consumer price index) to keep pace with inflation
- The Hamilton Wentworth Catholic District School Board retains the right to refuse the use of facilities to any person or group. Administration also maintains the right to suspend or cancel without notice, any permit not in accordance with the HWCDSB CUS Procedure Manual; and,
- Violations of the Community Use permit or misconduct by the users/permit holder may result in immediate cancellation of the permit and may impact future rental privileges

## Regulations

Use of school grounds and community use of school facilities will be in accordance with the Education Act subsection 301(2), the provincial Code of Conduct 301(3.1), and all provincial and municipal fire safety regulations

**Related Policies** - This policy operates in conjunction with all relevant Board policies:

**A03- Inclement Weather and Emergency School Closings**

<https://www.hwcdsb.ca/board/policies/?fileID=121640>

**A04- Equity and Inclusive Education**

<https://www.hwcdsb.ca/board/policies/?fileID=121641>

**A09- Freedom of Information and Protection of Individual Privacy**

<https://www.hwcdsb.ca/board/policies/?fileID=180530>

**A13-Election Campaigns**

<https://www.hwcdsb.ca/board/policies/?fileID=288235>

**A14- Board Advertising Expenses**

<https://www.hwcdsb.ca/board/policies/?fileID=567130>

**A15- Defibrillators**

<https://www.hwcdsb.ca/board/policies/?fileID=288237>

**A19-Accessibility Policy**

<https://www.hwcdsb.ca/board/policies/?fileID=307653>

**A20-Records Management**

<https://www.hwcdsb.ca/board/policies/?fileID=160441>

**BB04- Alterations and or Renovations to Schools, Administrative Buildings, School Yards and Board Property**

<https://www.hwcdsb.ca/board/policies/?fileID=377426>

**BB05-Cannabis, Tobacco and Smoke-Free Schools Policy**

<https://www.hwcdsb.ca/board/policies/?fileID=349850>

**BM01- Vandalism**

<https://www.hwcdsb.ca/board/policies/?fileID=605592>

**BM06-Video-Electronic Surveillance**

<https://www.hwcdsb.ca/board/policies/?fileID=180546>

**BP04- Key control- Access to Buildings**

<https://www.hwcdsb.ca/board/policies/?fileID=8610>

**HM12-Criminal Reference Check**

<https://www.hwcdsb.ca/board/policies/?fileID=54210>

**HM13-Employee Violence in the Workplace Prevention and Response**

<https://www.hwcdsb.ca/board/policies/?fileID=355776>

**S08- Childcare**

<https://www.hwcdsb.ca/board/policies/?fileID=199311>

**S23-Single Use Water Bottles**

<https://www.hwcdsb.ca/board/policies/?fileID=461099>

**SM03-Emergency Response Plan**

<https://www.hwcdsb.ca/board/policies/?fileID=204429>

**SM04-Accidents-Illnesses in the School**

<https://www.hwcdsb.ca/board/policies/?fileID=180540>

**SM06-Food and Beverage Policy**

<https://www.hwcdsb.ca/board/policies/?fileID=605255>

**SM08- Safe Schools**

<https://www.hwcdsb.ca/board/policies/?fileID=288250>

**SM11, Allergic Reaction**

<https://www.hwcdsb.ca/board/policies/?fileID=349859>

**SM17- Concussions**

<https://www.hwcdsb.ca/board/policies/?fileID=288254>

**SP07- Indigenous and International Languages Elementary Program**

<https://www.hwcdsb.ca/board/policies/?fileID=605595>

**Related Board Committee**

Committee of the Whole

**Policy Review Date**

BM Original Policy Approved 03 April 1979

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To be reviewed every three years- 2026