

H.W.C.D.S.B. COMMUNITY USE OF SCHOOLS

USER GROUP CATEGORIES AND RATES

Hours for community use during which fee structure is available:

School Day: Monday to Friday excluding holidays 6 p.m. to 10 p.m. Saturday: 8 a.m. to 10 p.m. Sunday: 8 a.m. to 6 p.m.

Category	Type	Description	Examples of Use
1	SCHOOL USE and <u>BOARD USE ONLY</u>	Internal Use by Hamilton Wentworth Catholic District School Board for Board related activities and covered by Board insurance	
2	NON PROFIT <u>YOUTH PROGRAMS</u> (In order to claim not-for-profit status you must provide: *a registered charitable organization number *if incorporated, copy of letters patent *if not incorporated, a signed affidavit from the executive director and a financial statement confirming status as a not-for-profit organization)	Participants must be under 18 years of age No fees are associated with programming Board supported or sponsored programs Catholic Youth Organization sporting events Parish supported activities	Scout / Girl Guide Programs Boys and Girls Club Programming YMCA – Beyond the Bell After school programs CCAS homework/ tutoring Breakfast Clubs Knights of Columbus
3	NON PROFIT <u>YOUTH PROGRAMS</u> (In order to claim not-for-profit status you must provide: *a registered charitable organization number *if incorporated, copy of letters patent *if not incorporated, a signed affidavit from the executive director and a financial statement confirming status as a not-for-profit organization)	Participants must be under 18 years of age Fees are charged for program participation Programs run by recognized not for profit Organizations (regular weekly youth activities)	Youth leadership, mentoring, sport or recreation run by community organizations where a participation fee is charged Volunteer run youth sporting or recreation programs where coaches, organizers, etc. are volunteers and all revenue is re-invested back into the organization
4	NON PROFIT <u>COMMUNITY PROGRAMS</u> (In order to claim not-for-profit status you must provide: *a registered charitable organization number *if incorporated, copy of letters patent *if not incorporated, a signed affidavit from the executive director and a financial statement confirming status as a not-for-profit organization)	Community programming aimed at adults over the age of 18 years old Private community groups / individual-run programs for non-commercial, not for profit purposes Charitable, Cultural, and fundraising events	Special interest groups Adult sport/recreational activities or leagues
5	<u>ENTERPRISE</u> (run by not for profit or profit organizations)	Any Community Program run as an express enterprising activity in which user fees are charged in order for the program to be able to sustain itself	Camps Tournaments
6	<u>COMMERCIAL (AND PROFIT MAKING ORGANIZATIONS / INDIVIDUALS)</u>	Commercial activities operated for private or corporate gain	Personal Training/ Fitness/ Yoga / Zumba Instructional classes – Music/Drama/Dance Small Film productions, Driving Schools Provincial & Federal Elections

Fee categories:		<p>The HWCDSB is committed to keeping rental rates low, however, when fixed funding limits for Community Use of Schools set by the Ministry of Education are reached, the subsidized rate may not apply. Please be advised that our subsidized rates for not for profit organizations are reviewed annually. Some subsidy limitations may apply.</p>
Category 1 – Highest subsidy	BOARD	
Category 2 – Highest subsidy	BOARD	
Category 3 – Partial Subsidy	YOUTH	
Category 4 – Lowest subsidy	COMMUNITY	
Category 5 – Cost recovery	ENTERPRISE	
Category 6 - Commercial	COMMERCIAL	

<p>Custodial Charges</p> <p>Where custodians are regularly on duty, no custodial charge related to the use of the facility shall be levied unless additional help is required for set up, supervision of large groups, and/or clean up.</p> <p>Weekend custodial rates at \$30.00 per hour will be applied to categories 5 and 6.</p> <p>Please note that all groups may be charged custodial fees if bookings extend beyond the stated timeframes.</p> <p>Custodial fees are charged for every hour a custodian is required to be on site outside of regular working hours (minimum 3 hours).</p> <p>Custodial fees for opening, clean up, closing and securing the building will be added to the permit (on average 1 hour in addition to the amount of rental hours)</p> <p>Custodial Rates</p> <p>The negotiated rate of \$30.00 per hour is subject to change annually.</p>
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<p>Technical Staff</p> <p>For rentals requiring audio visual and technical staffing, please refer to each individual school’s rates listed on the Board’s website.</p>

<p>Permit Processing Fees</p> <table> <tr> <td>Non- refundable Application/ Permit Fee</td> <td>\$20.00 (this applies to all approved permits)</td> </tr> <tr> <td>Declined Credit card transaction / nsf cheque</td> <td>\$20.00</td> </tr> </table> <p>Permit cancellations and excessive revisions are subject to additional fees</p> <p>If you are cancelling a weekday permit, please notify the CUS office, or cancel online and provide at minimum 5 working days’ notice. Permits cancelled with less than 5 days’ notice will not be refunded.</p> <p>Where you are cancelling a permit that was to occur on a weekend and custodial coverage was organized to allow weekend access to the school, please provide 7 days’ notice by cancelling online, and as a courtesy, call to inform the school or the CUS office. Weekend permits not cancelled with 7 days’ notice will be responsible to pay for the custodial charges if dispatched because sufficient notice was not provided.</p>	Non- refundable Application/ Permit Fee	\$20.00 (this applies to all approved permits)	Declined Credit card transaction / nsf cheque	\$20.00
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<p>Insurance</p> <p>Each organization/individual must provide proof of general liability coverage and submit a current copy of their certificate of insurance in a minimum of 2 million dollars and naming the Hamilton Wentworth Catholic District School Board as an additional insured.</p> <p>If you cannot provide a current copy of your insurance, you may purchase insurance through the Board by indicating this when applying for your permit. If you choose this option, payment must be received by the CUS office PRIOR to using the facility.</p>
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<p>Taxes</p> <p>All fees are subject to the appropriate taxes</p>
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The HWCDSB is committed to partnering with community groups and agencies to supplement quality community programming by providing affordable access to our schools. Rates have been reviewed and will be increasing on a phased-in basis over the next 3 fiscal years. Please refer to the tables below for all rates effective October 1, 2016.

HWCDSB COMMUNITY USE OF SCHOOLS

CATEGORY AND RATE SCHEDULE

YEAR 1 OF 3 YEAR PHASED IN FEE INCREASE - EFFECTIVE OCT. 1, 2016

HWCDSB Rate Schedule 2016/2017

Space Type	Board Category 1 & Category 2	Youth Category 3	Community Category 4	Enterprise Category 5	Commercial Category 6
Single Gym	\$ -	\$ 1.52	\$ 3.03	\$ 6.06	\$ 9.09
Double Gym	\$ -	\$ 3.03	\$ 6.06	\$ 12.12	\$ 18.18
Classroom	\$ -	\$ 0.40	\$ 0.81	\$ 1.62	\$ 2.43
Auditorium	\$ -	\$ 3.03	\$ 6.06	\$ 12.12	\$ 18.18
Cafeteria	\$ -	\$ 1.52	\$ 3.03	\$ 6.06	\$ 9.09
Other - Changerooms	\$ -	\$ 1.52	\$ 3.03	\$ 6.06	\$ 9.09
Other - Forum, Lecture Hall	\$ -	\$ 3.03	\$ 6.06	\$ 12.12	\$ 18.18

YEAR 2 OF 3 YEAR PHASED IN FEE INCREASE - EFFECTIVE SEP. 1, 2017

HWCDSB Rate Schedule 2017/2018

Space Type	Board Category 1 & Category 2	Youth Category 3	Community Category 4	Enterprise Category 5	Commercial Category 6
Single Gym	\$ -	\$ 3.03	\$ 6.06	\$ 12.12	\$ 18.18
Double Gym	\$ -	\$ 6.06	\$ 12.12	\$ 24.25	\$ 36.37
Classroom	\$ -	\$ 0.81	\$ 1.62	\$ 3.24	\$ 4.86
Auditorium	\$ -	\$ 6.06	\$ 12.12	\$ 24.25	\$ 36.37
Cafeteria	\$ -	\$ 3.03	\$ 6.06	\$ 12.12	\$ 18.18
Other - Changerooms	\$ -	\$ 3.03	\$ 6.06	\$ 12.12	\$ 18.18
Other - Forum, Lecture Hall	\$ -	\$ 6.06	\$ 12.12	\$ 24.25	\$ 36.37

YEAR 3 OF 3 YEAR PHASED IN FEE INCREASE - EFFECTIVE SEP. 1, 2018

HWCDSB Rate Schedule 2018/2019

Space Type	Board Category 1 & Category 2	Youth Category 3	Community Category 4	Enterprise Category 5	Commercial Category 6
Single Gym	\$ -	\$ 4.55	\$ 9.09	\$ 18.18	\$ 27.28
Double Gym	\$ -	\$ 9.09	\$ 18.18	\$ 36.37	\$ 54.55
Classroom	\$ -	\$ 1.21	\$ 2.43	\$ 4.86	\$ 7.29
Auditorium	\$ -	\$ 9.09	\$ 18.18	\$ 36.37	\$ 54.55
Cafeteria	\$ -	\$ 4.55	\$ 9.09	\$ 18.18	\$ 27.28
Other - Changerooms	\$ -	\$ 4.55	\$ 9.09	\$ 18.18	\$ 27.28
Other - Forum, Lecture Hall	\$ -	\$ 9.09	\$ 18.18	\$ 36.37	\$ 54.55