

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 BOARD USE ONLY	Internal Use by Hamilton Wentworth Catholic District School Board for Board related activities and covered by Board insurance	
2	NON PROFIT YOUTH PROGRAMS (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)	Do not use Category unless instructed to 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 YOUTH PROGRAMS (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 COMMUNITY / ADULT PROGRAMS (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	ENTERPRISE (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	COMMERCIAL (AND PROFIT MAKING ORGANIZATIONS / INDIVIDUALS)	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	

Custodial Charges
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.
Weekend custodial rates at \$30.00 per hour will be applied to categories 5 and 6.
Please note that all groups may be charged custodial fees if bookings extend beyond the stated timeframes.
Custodial fees are charged for every hour a custodian is required to be on site outside of regular working hours (minimum 3 hours).
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)

Custodial Rates
The negotiated rate of \$30.00 per hour is subject to change annually.

Technical Staff
For rentals requiring audio visual and technical staffing, please refer to each individual school’s rates listed on the Board’s website.

Permit Processing Fees

Non- refundable Application/ Permit Fee	\$20.00 (this applies to all approved permits)
Declined Credit card transaction / nsf cheque	\$20.00

Permit cancellations and excessive revisions are subject to additional fees

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.
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.

Insurance
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. (Aggregates not acceptable)

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.

Taxes
All fees are subject to the appropriate taxes

The HWCDSB is committed to partnering with community groups and agencies to supplement quality community programming by providing affordable access to our schools.

HWCDSD Rate Schedule
Costs are per hour

Space Type	Board Category 1 & Category 2	Youth Category 3	Community Category 4	Enterprise Category 5	Commercial Category 6
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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