



505: COMMUNITY USE OF SCHOOLS

Business and Administrative Services

Purpose

Kenora Catholic District School Board (KCDSB) welcomes community use of our schools by outside organizations outside of school hours. When we open schools for community use we provide a place to come together, volunteer, build skills, access community programs, become physically active and build strong and healthy communities.

Definitions

N/A

1.0 Guidelines

N/A

2.0 Procedures

- 2.1 The use of schools for student instruction, school extracurricular activities and other school or Board related business either during or outside school hours shall take precedence over all other activities.
- 2.2 KCDSB offers not-for-profit community organizations, parent groups, sports organizations, fair access to the use of school space free of charge and will be given priority.
- 2.3 Private, for-profit or corporate groups can have access to the use of space for a fee (Appendix A).
- 2.4 KCDSB does not deem the following activities to be community use; wedding receptions, socials, anniversaries, private parties, games of chance, lotteries, gambling, etc.
- 2.5 A permit of use of schools must be approved by the Operations Supervisor-Custodial in consultation with the Principal or designate and is required for all community use of schools.
- 2.6 **Application for Community Use and Approvals**
 - 2.6.1 All applications for permits must be made through the online booking system EBase which is located on the board's website. All permits are approved by the Operations Supervisor-Custodial in consultation with the school Principal or designate.
<https://kcdsb.ebasefm.com/rentals>
 - 2.6.2 The general term of yearly permits is from September 15th to June 15th in the current school year.
 - 2.6.3 The use of school facilities will be limited when schools are closed. For example, during school holidays, including summer months, Christmas and March breaks, all statutory holidays, professional activity days, examination days and when schools are closed due to inclement weather. Please refer to Appendix B.

- 2.6.4 KCDSB reserves the right to cancel a permit after it is issued if the school finds it necessary to use the space that is booked. As much notice will be given as possible to the user. Refunds are made by cheque, payable to the permit holder within 10 working days of cancellation.

2.7 Fees

- 2.7.1 The rental fees for the use of facilities shall be based on the Rental Fee rates set by the Board. See Appendix A.
- 2.7.2 The rental fees for community use of schools is subject to change.
- 2.7.3 All costs for damages attributable to the use of the space shall be charged to the permit holder.
- 2.7.4 Other costs may be added to the basic rental fee if additional services are required. This could include, furniture set up, additional cleaning services, Board equipment, etc. Such costs will be costed before the permit is issued.
- 2.7.5 User fees **must** be paid **prior** to the date of the event. Payment can be made by cash or cheque made out to Kenora Catholic District School Board by visiting 1292 Heenan Place, Kenora ON, P9N 2Y8.
- 2.7.6 Refunds will only be made in extenuating circumstances and the amount refunded will be net of any costs incurred by the Board.
- 2.7.7 Invoice for the permit will be emailed to the applicant through our online permitting system.

2.8 Insurance

- 2.8.1 Your permit will not be approved until proper insurance has been arranged.
- 2.8.2 If you have your own insurance coverage, Kenora Catholic District School Board must be named as additional insured with a preferred minimum liability of \$2 million.
- 2.8.3 If you do not have insurance, Kenora Catholic District School Board will make arrangements to provide insurance coverage at a reduced cost through the Ontario School Board Insurance Exchange and the cost will be added to your invoice.

2.9 Responsibilities of Applicants

- 2.9.1 The applicant shall be responsible for any damage to Board property and equipment as determined by the Operations Supervisor-Custodial and school Principal. The Board may require a damage deposit (cash) prior to the booking and the deposit will be returned in full or part after an assessment of the space by the school Principal.
- 2.9.2 The supply of sports equipment, audio-visual equipment and special lighting shall be the responsibility of the user.
- 2.9.3 The applicant shall be responsible for ensuring that the premises are vacated promptly on the time as specified on the permit.
- 2.9.4 Refraining from the use of facilities and/or equipment not designated on the permit.
- 2.9.5 The permit holder shall ensure the premises are left in the same order as on arrival. All equipment to be put away, with garbage placed in proper disposal bins.

2.10 Safety

- 2.10.1 The Board will accept no responsibility for personal injury, damage, loss or theft of clothing or equipment of the applicant, or anyone attending on the invitation of the applicant. The Board reserves the right to request proof of liability insurance as a condition of acceptance of the application.
- 2.10.2 All permit holders must be familiar with the location of fire exits, fire alarm pull stations, and firefighting equipment **prior to** using the facility.
- 2.10.3 The exits must be kept clear from obstruction in case of fire.
- 2.10.4 The permit holder must ensure that there is no smoking or vaping on the school facilities.
- 2.10.5 The permit holder must ensure that there is no consumption of alcoholic beverages or unlawful use of drugs in the school facilities.

References

N/A

Related Policies or Procedures

N/A

Appendices and Forms

Appendix A: Rental Fee for Community Use of Schools

Appendix B: Hours of Availability

Procedure Review Information	
Review Period:	5 years
Established on:	September 1, 1985
Reviewed on:	January 23, 2025
Amendments on:	January 23, 2025
Next Review:	2030

APPENDIX A
RENTAL FEE FOR COMMUNITY USE OF SCHOOLS

Space Type	School / Facility	Rate
Athletic Field/Track/Grounds	St. Thomas Aquinas High School	\$50.00/hour
Cafeteria	St. Thomas Aquinas High School	\$25.00/hour
Classroom	All Schools	\$25.00/hour
Foyer	École Ste-Marguerite Bourgeoys	\$20.00/hour
Foyer	St. Thomas Aquinas High School	\$20.00/hour
Gymnasium	All Schools	\$50.00/hour
Industrial Arts	St. Thomas Aquinas High School	\$20.00/hour
Office Space – Community Use	St. Thomas Aquinas High School	\$20.00/hour
Kindergarten Kitchen	École Ste-Marguerite Bourgeoys	\$25.00/hour
Lecture Theatre	Multi Skills Training Centre	\$25.00/hour
Library Resource Centre	All Schools	\$20.00/hour
Music Room	St. Thomas Aquinas High School	\$25.00/hour
Stage	St. Thomas Aquinas High School	\$20.00/hour
Custodian Overtime Rate	All Facilities	\$65/hour
Administration Fee (If Applicable)	All Facilities	\$20.00 – flat fee

To use a facility, you must agree to the Rental Fee as presented above.

APPENDIX B
HOURS OF AVAILABILITY

School	Period of Week	Hours of Availability
All Schools	Monday to Friday	4:00 p.m. to 9:30 p.m.
All Schools	Saturday and Sunday	8:00 a.m. to 9:30 p.m.

*The use of school facilities will be limited when schools are closed. For example, during school holidays, including summer months, Christmas and March breaks, all statutory holidays, professional activity days, examination days and when schools are closed due to inclement weather.