



Administrative Procedure: Community Use of School

Table of Contents

[Administrative Procedure: Community Use of School](#)

[Priority Use](#)

[Trespass Provisions](#)

[User Fees](#)

[Non-Profit](#)

[For Profit](#)

[Permit Form](#)

[St. Brigid School](#)

[Schedule A](#)

[*New - Online Booking Information and Reservation System](#)

Priority Use

Priority use of school buildings, grounds and equipment will be determined in the following order:

- school related activities
- organizations directly connected with the school (ie. school council)
- non-profit organizations of a local nature (ie. Boy Scouts, Girl Guides)
- community associations, sports clubs, dance groups, etc.

federal provincial and municipal election polling stations
post-secondary education courses particularly where such courses are of benefit to Board employees

On rare occasions, unusual conditions may arise where use of the facilities may be required by an organization. In such cases, the School Principal or the Outreach Coordinator, may permit use of the facilities by the organization.

The following activities are not permitted: wedding receptions, socials, anniversaries, private parties, lotteries and gambling. An exception may be made by the Board if the activity is directly related to a school function.

Trespass Provisions

Use of school buildings, grounds and equipment will be in accordance with the Trespass to Property procedure where applicable.

User Fees

Non-Profit

No charge for facilities or equipment, however, fees will be charged for incremental custodial costs. Examples of non-profit groups are:

- Youth Related Community Groups (ie. Boy Scouts, Girl Guides)
- Children's Sport & Recreation Service Providers (Schedule A)
- Child Care Operations
- Charitable Groups (ie. Local Service Clubs, Senior Groups, CWL)

For Profit

A rental fee for facilities, equipment and incremental custodial costs will apply. The fee will be determined by the Board's user group insurance policy (OSBIE).

Permit Form

Upon availability of the facility, the applicant will fill out the permit form. Forms can be picked up at the school and are also available by registering on our school board web-site under Community Use of Schools. A copy will be made for the school file, the Outreach Coordinator and the original given to the applicant.

St. Brigid School

St. Brigid Catholic School in Nakina, all common areas will be controlled by Superior-Greenstone District School Board (access available through our web site) as we are tenants. All other Superior North classrooms can be accessed by obtaining a permit from the school or on our web site.

Schedule A

The following are recognized by the Ministry of Tourism and Recreation:

1. Recreation Committees Appointed By:
 - i. the council of a local municipality
 - ii. the councils of two or more local municipalities
 - iii. the council of the band
 - iv. the council of two or more bands
 - v. the council of one or more local municipalities and the council of one or more bands
 - vi. a school board
 - vii. two or more school boards
 - viii. a local services board
2. Recreation camp organizations accredited by the Ontario Camping Association.
 - a. Sports organizations that are members of affiliates of provincial sports organizations that are recognized by the Ministry.
 - b. Ministry agencies.
 - c. Ministry of Tourism and Recreation agencies and attractions.
 - d. Organizations that are recognized as children's recreation service providers by a resolution passed by the entity described in subparagraph (i) to (viii) of paragraph (a) that appointed the recreation committee in the jurisdiction in which the organization operates.

***New - Online Booking Information and Reservation System**

Our school board has an online booking reservation system for the Community Use of Schools, learn more on our webpage, [Community Use of Schools](#).