



# Administrative Procedure: Community Use of School

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## 1.0 Priority Use

- 1.1 Priority use of school buildings, grounds and equipment will be determined in the following order:
  - 1.1.1 School related activities.
  - 1.1.2 Organizations directly connected with the school (ie. school council).
  - 1.1.3 Non-profit organizations of a local nature (ie. Boy Scouts, Girl Guides).
  - 1.1.4 Community associations, sports clubs, dance groups, etc.
  - 1.1.5 Federal provincial and municipal election polling stations.

- 1.1.6 Post-secondary education courses particularly where such courses are of benefit to Board employees.
- 1.2 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 designated employee, may permit use of the facilities by the organization.
- 1.3 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 or the applicant provides the board with the proper insurance coverage.

## 2.0 Trespass Provisions

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

## 3.0 User Fees For Non-Profit

- 3.1 No charge for facilities or equipment, however, fees will be charged for incremental custodial costs. Examples of non-profit groups are:
  - 3.1.1 Youth Related Community Groups (ie. Boy Scouts, Girl Guides).
  - 3.1.2 Children's Sport & Recreation Service Providers (Schedule A).
  - 3.1.3 Child Care Operations.
  - 3.1.4 Charitable Groups (ie. Local Service Clubs, Senior Groups, CWL).

## 4.0 User Fees For Profit

- 4.1 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).

## 5.0 Permit Form

- 5.1 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 website under Community Use of Schools. A copy will be made for the school file, the designated employee and the original given to the applicant.
- 5.2 Superior North Catholic District School Board has an online booking reservation system for the Community Use of Schools, learn more on our webpage, [Community Use of Schools](#).

## 6.0 St. Brigid School

- 6.1 At 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.