



# 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: 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 [AP-ES 309 Police and School Protocol](#) where applicable.

## 3.0 User Fees

- 3.1 There is no charge for facilities or equipment.

## 4.0 Permit Form

- 4.1 Upon availability of the facility, the applicant will complete the online permit form by registering on our school board website under Community Use of Schools. A copy will be sent to the school, the Community Use of School Coordinator, and to the applicant. Learn more on the Superior North Catholic District School Board webpage, [Community Use of Schools](#)

## 5.0 St. Brigid Catholic School

- 5.1 At St. Brigid Catholic School in Nakina, all common areas will be controlled by Superior-Greenstone District School Board (access available through our webpage) as we are tenants.