



REGULATION: COMMUNITY USE OF SCHOOL FACILITIES
(CUS/Rentals)

REFERENCE NO: R-PL-03

1.0 GENERAL INFORMATION

- 1.1 An on-line application process and view of available space on the Booking Calendar is available on the Board website <https://publicboard.ca/Community/Rentals-Community-Use/Pages/default.aspx>. All schools have the use of their school space from Monday to Friday until 6:00 p.m. If school space is not required after 6:00 p.m. by the school staff or students, it will be available to the Facility Services Department's Rental Office. Pools may be rented beginning at 5:00 p.m.

SCHEDULED EVENTS:

- 1.2 The Community Use of Schools Policy encourages schools to make space available for rentals wherever possible. School principals may arrange in advance of the next school year to designate one (elementary) or two (secondary) nights per week, Monday to Friday, as a night when no rentals will be scheduled in all or part of the school. Principals shall submit their event schedule for school/student activities for the subsequent school year to the Facility Services Department prior to June 15. Principals shall communicate to the Facility Services Department Rental Office changes made to their activity list throughout the school year.

UNSCHEDULED EVENTS/CANCELLATIONS:

- 1.3 Principals are to contact the Rental Office **as soon as possible** in those instances where a school has not scheduled an event, and for unforeseen circumstances require the use of a rented space. The Rental Office will notify the affected rental group of the cancellation and offer an alternative date as compensation. If no alternate date is agreeable, a credit will be issued which may be used against future rental charges. Refunds will not be provided for cancellations made by rental groups. Alternate (lieu) dates or credits will not be provided for rentals cancelled due to inclement weather or use of facilities as polling stations in municipal/school board, provincial or federal elections.

2.0 APPLICATION AND APPROVAL FOR AFTER-HOURS USE OF SCHOOLS

GENERAL

- 2.1 All bookings for the use of school facilities and administration of permits shall be the responsibility of the Facility Services Department. Principals are to ensure that all after-hour user groups, including school activities, have applied for and received approval from the Facility Services Department. Two weeks prior notice is requested.

2.2 Rental Availability

- a. Indoor school facilities, except pools, will be made available for rentals from October 1 to mid- June, from Monday to Thursday generally, during the hours of 6:30 p.m. to 10:30 p.m. and on Fridays from 6:00 p.m. to 8:00 p.m.
- b. Rentals will be allowed for a minimum of two hours on Saturday and Sunday between the hours of 8:00 a.m. and 9:00 p.m.
- c. Statutory holidays are unavailable for rentals.
- d. School rentals will not conflict with school activities.
- e. School facilities will not be made available for rental purposes during all school holidays including but not limited to:
 - i Christmas Break (for these purposes, the Christmas Break shall commence at 4:00 p.m. on the Friday of the first weekend of the Break through to the first day of classes after the Break)
 - ii JK registration day/s in February
 - iii March Break (this period shall commence at 4:00 p.m. on the last day of classes before the Break through to the first day of classes after the Break)
 - iv Easter (commencing at 4:00 p.m. on the Thursday before Easter through to the first day of classes on the Tuesday after Easter)
 - v Board scheduled professional development (P.D.) days
 - vi parent/teacher interview evenings
 - vii Summer Holiday (this period shall commence mid-June to the end of September)

Please Note:

- Exception may be made for Classification C renters.
 - Exception may be made for day care/before and after school providers where special arrangements are made.
- f. Available gymnasiums can be rented from October 1 to mid-June.
 - g. Outdoor facilities will be available for rental from May 15 to October 31.

2.3 All and any costs incurred for clean-up/vandalism/loss shall be charged to the permit holder.

2.4 Air conditioning requests will be accommodated on a full cost-recovery basis, where possible. The renter is responsible for payment of applicable costs which may include custodial overtime, lighting, technicians, security, vandalism and energy costs.

2.5 Schools shall be made available as electoral polling stations.

- 2.6 The Rental Fee Schedule rates shall increase effective for each September based on the annual Canadian Consumer Price Index (CPI) as of the previous January 1, unless this is affected by any agreement with the provincial government for funding community use. All discounted rates are dependant on funding from the Community Use of Schools provincial grant. Should the funding allocation be discontinued, the rates will be reconsidered by the Board. Custodial overtime rates will reflect hourly rates of the current Collective Agreement.
- 2.7 The Board may require rental fees for the use of outdoor facilities such as soccer fields, baseball diamonds, etc.
- 2.8 All groups must abide by the rules and regulations established by the Greater Essex County District School Board for rental permit holders. Any failure to adhere to these regulations will result in cancellation of the permit to the rental group and the assessment of all costs for damage or extra services needed.
- 2.9 With special permission by the Superintendent of Business, school buildings may, on a rare occasion, be used for overnight sleeping occupancy. Permits for this use will be subject to Board regulations regarding supervision and liability insurance and approval in writing by the local Fire Department is mandatory.
- 2.10 Separate agreements with respect to renting school facilities may exist beyond the scope of these regulations.

RESTRICTIONS/PROHIBITIONS OF USE:

- 2.11 Exclusive use will be allowed in circumstances where there are a limited number of applicants. Otherwise, exclusive use is defined as three (3) evenings per week in one location, or over 50% of the available time slots. This measure will be enforced for fair provision of both indoor and outdoor facilities.
- 2.12 Cancellation of a permit and/or a no-show penalty for booked and unused facilities may be applicable.
- 2.13 Church use is permitted on a limited (daily) basis only.
- 2.14 Private parties, including gambling activities and wedding receptions, are not permitted.
- 2.15 The sale and consumption of alcoholic beverages shall be prohibited unless specifically approved by the Director of Education or his/her designate.
- 2.16 Any activity which may result in damages to school facilities will be prohibited.
- 2.17 Activities not supported by a Rental Permit.

GROUP CLASSIFICATIONS		
CLASSIFICATION	DESCRIPTION	RENTAL PRIORITY
A	All programs and inter-related activities operated or sponsored by the School/Board. No charge, no custodial or security deposit.	First
B	School based education parent groups including school councils and home and school associations. Board non-credit continuing education courses. Municipal or municipally associated tax supported groups for the purposes of community meetings. No charge, 40% discount to custodial fees.	Second
C	Registered Charitable Organizations for youth under the age of 18 or under the age of 28 for disabled groups. Not-for-profit youth-related Community Groups – Activities run by local not-for-profit youth groups directly involved with children and youth (Scouts/Guides, YMCA/YWCA). Youth under the age of 18 or under the age of 28 for disabled groups. Definition of registered charitable organization – have a Revenue Canada Charitable Organization number, or an Incorporation of a Corporation Without Share Capital number (with Letters Patent). 92% discount to rental fees (excluding pools).	Third
D	Not-for-profit recognized children’s sport and recreation service providers. Youth under the age of 18 or under the age of 28 for disabled groups. 65% discount to rental fees (excluding pools).	Fourth
E	Other not-for-profit or charitable groups such as local service clubs, community health associations, senior groups, etc. as determined by the Board. Not-for-profit senior groups. 40% discount to rental fees (excluding pools).	Fifth
Base Rate	Not-for-Profit Groups - 100% fee if government subsidy discontinued.	
F	For-Profit based community groups, organized athletic or recreation groups or associations. Full rental fees plus security deposit plus cost of custodian or security, if applicable. No discounts applicable.	Sixth
G	Not-for-profit organizations, including child care operations – before and after school child care as per the Day Nurseries Act. Long term rentals/leases. Separate agreements will apply.	N/A

No organization whose policies or activities are in opposition to the laws of Canada or the philosophy of the Board shall be granted use of any property of the Board.

In case of conflicting rental times request(s) for a space, rental priority will be used.



GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD RENTAL FEE SCHEDULE

*Rates are adjusted annually effective September 1,
2016 (Rates shown are 2016 / 2017 rates)*

FACILITY	USAGE	92% Discount Registered Charitable Organizations for youths under the age of 18 or under the age of 28 for disabled groups	65% Discount Not-for-Profit Children's Sport & Recreation Service Providers - for youths under the age of 18 or under the age of 28 for disabled groups	40 % Discount Not-for-Profit Adult and Senior Groups and Charitable Groups - as determined by GECD SB	100% Fee Not-for-Profit Groups	For Profit Groups
		Classification C	Classification D	Classification E	Base Rate	Classification F
Single Gymnasium	Per 2-hour time slot, 4 weeks per month	\$0.88 per hour	\$3.85 per hour	\$6.59 per hour	\$10.99 per hour	\$16.49 per hour
Double Gymnasium	Per 2-hour time slot, 4 weeks per month	\$1.76 per hour	\$7.70 per hour	\$13.30 per hour	\$22.00 per hour	\$33.00 per hour
Auditoriums	Performance nights and Rehearsal nights	\$1.24 per hour plus cost of lights and technician/s as applicable	\$5.44 per hour plus cost of lights and technician/s as applicable	\$9.33 per hour plus cost of lights and technician/s as applicable	\$15.55 per hour plus cost of lights and technician/s as applicable	\$23.33 per hour plus cost of lights and technician/s as applicable
Library	Meeting(s)	\$1.24 per hour	\$5.44 per hour	\$9.33 per hour	\$15.55 per hour	\$23.33 per hour
Cafeteria	Meeting(s)	\$1.24 per hour	\$5.44 per hour	\$9.33 per hour	\$15.55 per hour	\$23.33 per hour
Classroom		\$0.57 per hour	\$2.49 per hour	\$4.26 per hour	\$7.10 per hour	\$10.65 per hour
Fields/Grounds (excluding football fields)	Per 2-hour time slot	\$0.57 per hour	\$0.57 per hour	\$0.57 per hour	\$0.57 per hour	\$2.69 per hour
Parking Lots	Per 2-hour time slot	\$0.57 per hour	\$0.57 per hour	\$0.57 per hour	\$0.57 per hour	\$13.47 per hour
Pool (excluding Essex District High School)	Lifeguard costs not included in hourly rate.	For all Classifications: 0 to 30 people fee is City of Windsor rate per hour plus the cost of the lifeguard 31 or more people fee is City of Windsor rate per hour plus the cost of the lifeguards				
Artificial Turf Playing Fields	Playing field only ¾ with use of washrooms ¾ with use of dressing rooms ¾ with lighting	Artificial turf playing fields not available at this time.				
Custodial Overtime Per Hour Costs		For all Classifications: Saturday \$43.23 Sunday \$57.64 NOTE: Rates subject to change in accordance with collective agreements.				

NOTES TO RENTAL FEE SCHEDULE:

1. Plus \$150 security deposit (if applicable).
2. Plus \$15 processing fee per location.
3. Where applicable, cost of custodian will be charged at the appropriate rate.
4. NSF cheque and/or declined credit card - fee of \$25 will be charged (if applicable).
5. An amendment fee of \$15 will be charged (if applicable).
6. A no-show penalty fee of \$15 will be charged (if applicable).
7. HST will be applied to all fees.
8. Proof of liability insurance naming Greater Essex County DSB as an additional insured (minimum \$2,000,000) is required.
9. Air conditioning, lighting, technicians, security, vandalism, energy and/or no-use costs may be applicable.

**RENTAL FEE SCHEDULE
GROUP CLASSIFICATION G**

FACILITY	GROUP	COST
Surplus Elementary and Secondary space	Commercial use	\$10.22 to \$15.32 per square feet annually plus HST (2016/17 rate). Adjusted annually by the Consumer Price Index.
Surplus Elementary and Secondary space	Non-profit Organizations	As per separate agreements
School Outdoor Facilities		As per separate agreements

NOTE:

The rates noted above are effective as at September 1, 2016.

Per Clause 2.6 “The Rental Fee Schedule rates shall increase effective for each September based on the annual Canadian Consumer Price Index (CPI) as of the previous January 1, unless this is affected by any agreement with the provincial government for funding community use. All discounted rates are dependent on funding from the Community Use of Schools provincial grant. Should the funding allocation be discontinued, the rates will be reconsidered by the Board. Custodial overtime rates will reflect hourly rates of the current collective agreement.”