

# Community Use of Schools/Rentals

## Administrative Procedure

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<b>Topic:</b>	<b>Community Use of Schools/Rentals</b>
<b>Status:</b>	<b>Active</b>
<b>Effective:</b>	March 2016
<b>Revision Date:</b>	January 2024
<b>Review Date:</b>	January 2028
<b>Responsibility:</b>	Superintendent of Facility Services and Planning

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### Intended Purpose

The Halton District School Board recognizes the appropriateness of school facility use for some community activities, and recognizes the desirability of fostering co-operation with community organizations, and recognizes certain commitments to the community regarding the use of school facilities.

The Board will ensure there is fair and affordable access to space in schools by community groups. To ensure this objective, all use and requests for rental of school space for either school or non-school use must be booked using an on-line booking and permitting software. This on-line booking and permitting software is available 24 hours a day, 7 days a week at [www.hdsb.ca](http://www.hdsb.ca). This use of technology is supported by the Ministry of Education. Information on how to rent school space, rental rates, and conditions of use can be found on the HDSB [Rent School Space](#) web page.

### Procedure

#### 1. School Booking

##### 1.1. Bulk Submission:

As of May 1, all schools are to book on-line one (1) night per week for school events and plan accordingly. If by May 15 this has not been booked, one night of the week will be chosen and school events will be

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restricted to that night. Events requiring more than one night are also to be booked on-line at this time, even if dates are tentative.

### 1.2. Additional Dates:

All schools must book their needs of space on-line a minimum of 15 business days in advance of the event. Approval for use of the facility will be confirmed through the Rental Coordinator. Changes/alterations in the equipment needs must be processed through the on-line software. If the date/time/space is not available, an alternate date/time/space may be requested. Only the Principal or designate may book space.

### 1.3. Coverage and Costs associated with Weekend Permits:

Costs associated with weekend custodial coverage will be withdrawn from the school's "School Generated Funds Account" on or after event date. A Caretaker or alternate person acceptable to the Board must be on duty in the facility when in use during which time, attention to care and preservation of the facility must be given by the user.

## 2. Rental to Non-Board Group or Individual

- 2.1. The Board reserves the right to cancel any use without prior notice.
- 2.2. Persons or groups using the Board facilities assume full responsibility for the proper supervision of any activities they conduct therein and are solely responsible for claims arising out of improper supervision and further, agree to indemnify and save harmless the Board from all claims arising therefrom.
- 2.3. A Board Caretaker or alternate person acceptable to the Board must be on duty in the facility when in use during which time, attention to the care and preservation of the facility must be given by the user.
- 2.4. All requests for rental must be submitted using the on-line software. A minimum of 15 business days in advance of your event is required to process your completed application. An application is considered

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complete when all supporting documentation has been properly supplied. The request will be processed based on the priority allocation for booking space. If your desired date/time/space is not available an alternate will be suggested. Proof of insurance and payment are due prior to the request being processed. Community user groups must bring a copy of the permit with them when they are onsite. Copies of permits are available for viewing on the on-line rental software.

- 2.5. All rental rates to be calculated in accordance with approved schedule of rates. An approved category structure for users shall be the responsibility of the Superintendent of Facility Services or designate Where the Board's energy management procedure is modified to cool a facility for approved use, such added energy cost will be absorbed by the user.

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**Reference number:** Pending

**Cross-Reference:**

**Legislation**

Education Act and Regulations

Municipal Reciprocal Agreement

**Ministry Policy & Program Memoranda**

N/A

**Board Policies, Procedures & Protocols**

Municipal Reciprocal Agreement

Access to School Premises Policy

Drinking Water Testing

**Revision History**

Style template updated January 2024 (Administrative Procedure Update Report 24010); prior revision history not recorded.