




# YORK CATHOLIC DISTRICT SCHOOL BOARD

## PROCEDURE: COMMUNITY USE OF SCHOOLS

Addendum to: Policy 616 Community Use of Schools

Effective: February 6, 2024  
Revised: February 6, 2024



1. Operating Times and Dates for Permits

- 1.1 Permits are required for all community use of school facilities on school days between

3.3 Additional fees are applicable on weekends and school breaks to cover start-up, set-up, and/or cleaning of the facility. For permits with high attendance, a second custodian may be required.

3.3.1 On weekends there will be a minimum 4-hour custodial overtime charge as well as a utility surcharge for gym, cafeteria and classrooms applied for Classifications A to F (See Schedule A).

3.4 During the school breaks the custodial overtime is applicable after 3:00 pm.

3.5 Fees are subject to HST.

3.6 Processing fee is non-refundable.

3.6.1



shall be prohibited.

5.12 Subletting or transferring of space to any other user than named on the permit is not allowed.

5.13 Allergens: Nuts, nut products, shellfish, fragrances are not permitted.

5.14 Only service animals are permitted inside school facilities.

5.15 Electrical cooking appliances are not allowed in the school facility.

5.16 Physical or verbal abuse of any York Catholic District School Board employee.

6. Health & Safety

6.1 The permit holder is responsible for ensuring suitable supervision (adult of 18 years of age or older). If incidents of unsafe supervision are reported to Administration, Administration reserves the right to cancel or suspend the permit.

6.2 The permit holder must review and become familiar with fire safety procedures and

## Schedule A Classifications/Categories of Permits

Classification	Description
Classification A	Board or School Sponsored Activities
Classification B	Catholic Church Services, Masses and Religious Instruction Classes provided by local Parish and affiliated with the Archdiocese.
Classification C	Negotiated Agreement for Defined Space Requirements to include: Colleges and Universities (School Yr. only), Election Polling Stations, Partnerships, Film Productions and Community Planning & Partnerships.
Classification C-1	Non-Profit Child Care Programs approved by the Board (Operating during school breaks)







## Schedule D School Breaks

### ALL NON-PROFIT SCHOOL BREAK PROGRAMS

Exclusive use of space during school breaks