



<b>SCHOOL-COMMUNITY RELATIONS</b>	<b>8000</b>
<b>USE OF SCHOOL BUILDINGS, FACILITIES AND GROUNDS PROCEDURES</b>	<b>8011</b>

2.2 Application/Permit

- 2.2.1 All community groups must complete an online application with the Board's web-based community use program in order to use Board facilities. All community groups must register with the Community Use of Schools outreach coordinator to have access to make an online permit application.
- 2.2.2 Refer to the Community User Group categories in Appendix A to determine if fees apply.
- 2.2.3 Application for the use of school facilities should be submitted no later than 14 days prior to the scheduled activity.
- 2.2.4 Permits will be valid for the current school year only. Applications must be made on a yearly basis.
- 2.2.5 Applications will be accepted throughout the summer for the coming school year; however, processing/approval will be delayed until after September 1, when the principals are in place for all schools.
- 2.2.6 Approved applications/permits will be distributed to the applicant, principal, Community Use of Schools outreach coordinator and the school custodian.

3. User Groups

The user group categories are outlined in Appendix A and are as follows:

3.1 Group A) School/Board Supported

The following groups will be permitted free use of school facilities provided the principal approves such use and a staff member attends:

Board sponsored events and groups; and school groups.

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3.2 Group B) Not-For-Profit Groups

Through the Ministry of Education Community Use of Schools Outreach Program, LDSB has expanded the availability of Board facilities for use by non-profit users. Subject to

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7.3 Payments can be made in cash, debit, credit or cheque made payable to Lakehead District School Board.

7.4 Rental fees must be paid at least seven days prior to the date of the event.

7.5 Refunds will be made only under extenuating circumstances (e.g., inclement weather closure, emergency closures). The amount refunded will be net of any costs already incurred by LDSB.

8. Questions, Concerns or Complaints

Questions, concerns or complaints should be directed to the Community Use of Schools outreach coordinator.

9. Review

These procedures shall be reviewed in accordance with 2010 Policy Development and Review Policy.

Cross Reference

Date Received