

COMMUNITY USE OF SCHOOLS

May 2019

As part of the facility booking process, schools and school councils have an opportunity to book events prior to district programs and community users in order to meet the school and student needs. However, once those needs are reasonably addressed, community access to all of our schools is encouraged.

The OCDSB receives funding from the Ministry of Education to ensure that community access is optimized. This initiative encourages improved community access to school facilities, and we are required to track and report this use to the province on an ongoing basis. Therefore, all available time after 6:00 p.m. on weekdays and daily on weekends will be booked to the community. This initiative also requires that, once booked, community use not be cancelled for school use. It is imperative that schools ensure all activities are requested due to the constraints in accommodating school requests at a later date.

School-booked hours are also monitored to ensure that schools have access to their facilities to meet student needs, without significant cost to the District or unnecessary interruption to community users. Community Use of Schools (CUS) staff are responsible for tracking and reporting on school use schedules to ensure they are within the guidelines listed below.

To access your eBASE account visit ocdsb.ebasefm.com/auth/login and log in with your EIN and password. All permit requests are entered through eBASE. All principals, vice-principals, office administrators and chief custodians have an account. Please make sure to use the eBASE calendar function to view all activities at your site. Included with this package is an eBASE internal user guide.

School Booking Guidelines

- If required for student activities schools may book the gym a maximum of one (1) weekday evening or one (1) hour (6pm-7pm) each weekday for school activities. Gyms are highly sought-after by community users and they are an important asset to the community. Please book only if the school will actually require the space for school activities.
- Schools may book a maximum of six (6) weekend days per school year for student activities. There are no bookings on holiday weekends or during Christmas Break or March Break.
- No school/board activity or community use is permitted in the schools without custodial staff and a permit issued by the CUS office.
- School Council must book their activities separately from the school with the permit in the school council chair's name. Schools, School Councils and other District departments are not charged user fees for programs directly related to student activities but must have a permit.
- Board programs such as Extended Day Program, International Languages Program and Summer School will be supported by our schools in consultation with the principal regarding the areas of the facilities assigned to the programs.
- Regular/Continuous events include sports team practices, meetings, etc. If you have booked one night per week but only need the space until 8pm (for example) every effort will be made to permit the gym to community users from 8pm onwards.
- One-time events; these include concerts, parent teacher interviews, etc. This type of booking can indicate that the entire facility is in use. All facilities will only be booked for one time events when required.

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- **Education week will not be blocked off unless requested. (Elementary)**
- **School examinations will not be blocked off unless required. (Secondary)**
- Schools will not be blocked off for any reason other than student activities. They are not to be blocked off just to prevent community access. Schools are open to community use in the evenings on PD days and inclement weather days, unless otherwise determined at the Board level.
- Once schools have booked specific dates/times for their school activities they cannot request additional/alternative times if it conflicts with existing permits issued for community users.
- School activities do not include sports activities played by OCDSB staff or community groups after school dismissal. Schools are reminded that other users are not allowed to access facilities under school permits even though school staff and students may attend the activities. All activities by external groups must be permitted even during the school day.
- Overnights— when booking overnight activities (Leadership Camp, Band Retreat, 30 Hour Famine etc.) OCDSB guidelines and the Ottawa Fire Services—Fire Prevention Division guidelines must be adhered to.

Community Use

After school requirements are met, facilities are available for community use from 6pm to 10pm on weekdays and daily on weekends from Monday September 16th, 2019 to Sunday May 31st, 2020 excluding Christmas Break, March Break and holiday long weekends.

- Community users are allowed access to gymnasiums at all facilities.
- At secondary schools, community users are encouraged to access classrooms, cafeterias, exercise gymnasiums, lecture rooms and auditoriums.
- At elementary schools, the principal or designate is consulted regarding access to classrooms and specialty rooms prior to booking.
- Use of libraries, staff rooms and labs (computer, science, etc.) and other specialty areas is permitted with the approval of the principal.
- Community access to the facility prior to 6pm will be considered after consultation with the principal.
- Users with such permission from the school for day time activities (typically sponsored by the School, the School Council, community groups or the OCDSB), require the issuance of permits. Examples of these types of users might include noon-hour soccer activities, after-school homework clubs etc. Issuing permits to these groups acknowledges that the OCDSB is aware that these permit holders are using the facilities and that the groups are adhering to OCDSB guidelines, policies and procedures; especially liability insurance coverage. User fees may apply. Individual tutoring is not allowed.

Permit requests are submitted using the eBASE online booking software. Please request your required school space by Friday June 7th, 2019. After that time the software will be open to community users.

If you have any questions regarding CUS eBASE please contact Jenn Shumsky at jennifer.shumsky@ocdsb.ca or 613.596.8793