Huron-Superior Catholic
DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES

COMMUNITY USE OF SCHOOLS

Note: School activities will pre-empt outside groups and activities.

In order to treat each type of group equitably, the following categories will apply:

Category A	- School, teacher(s) and Catholic Church Groups
Category B	- Children and youth groups (under 16 years of age)
Category C	- Adult recreational and non-profit groups
Category D	- Boy Scouts, Cubs and affiliated groups/Girl Guides, Brownies and affiliated groups

Fee structure is as follows:

	Single Use	Annual (one use per week)
Category A	0	0
Category B	$20	$100
Category C	$50	$250
Category D	District Councils of these groups can make an annual payment of $300.00 to the Board in lieu of fees due by individual troops/packs. *Each troop or pack will be responsible for the annual Administration Fee and Refundable Key Deposit.*	
All Category B, C and D groups are charged $15.00 administration fee. All users provide a $25.00 refundable key deposit.		

Revenue Collections and Keys:

Revenue (cheques and money orders) *will not* be collected by schools, as this would cause problems with the collection and safekeeping of this in the schools.

Schools in the City of Sault Ste. Marie:

In the city, permits, keys and collection of revenue will be administered through the central office.

District Schools:

All requests for the use of school facilities must be submitted to the **School Principal** by completing the form *"Application for Community Use of Schools"*, which is available at each school in addition to the Board Office.

District principals will be issued several additional keys for their school that would be recorded when issued and signed out by permit holders. The principal will notify the Board office and invoices will be issued to the users prior to use. Refundable key deposits will also be included in the invoice as is the practice in Sault Ste. Marie.

Consideration will be given for a full or partial offset of fees where the Board has given prior approval for services provided to the school.