

COMMUNITY USE OF SCHOOLS **BOOKING PROTOCOL**

A **GENERAL**

1. To book facilities owned by the Huron-Superior Catholic District School Board, persons must be a minimum of 18 years of age. Identification may be required.
2. All users of facilities of the Huron-Superior Catholic District School Board facilities must, at all times, be supervised by someone 18 years of age or older.
3. All rental fees are as per the Community Use of Schools - Fee Schedule.
4. Annual community use is for the period from October 1st to May 31st, excluding Christmas and March breaks, Education Week and Easter weekend.
5. Permits are issued in four (4) hour time slots, where applicable.
6. On occasion, for special school events (e.g. plays, dances, tournaments, set-ups, etc.), a school may book a time which has been previously booked by a community group, provided the Plant Department receives a request from the school **at least two (2) weeks** before the event date, so that the community group may be given adequate notification of their cancellation.
7. For Community Use of School requests related to elections, please refer to Page 5.

B **ELEMENTARY**

1. On weekdays, schools are available for community use from 6:00 p.m. to 10:00 p.m., except for those evenings designated by the school for in-school use.
2. On weekends, schools are available for community use from 10:00 a.m. to 10:00 p.m., except for the time slot designated by the school for in-school use.
3. On weekdays, individual schools may book their school for in-school use (e.g., meetings, concerts, etc.) two (2) nights per week, for the school year.
4. On weekends, individual schools may book their school for in-school use for the school year for one (1) four (4) hour time slot.

C SECONDARY

1. On weekdays, the main gymnasium at St. Mary's College is available for community use from 9:00 p.m. to 11:00 p.m.
2. On weekends, school gymnasiums are available for community use from 10:00 a.m. to 10:00 p.m., except for the time slots designated by the school for use "in-school".
3. On weekdays, individual schools may book their school gymnasium beyond the designated community use time, as needed.
4. On weekends, individual schools may book their school gymnasium for two (2) four (4)-hour time slots for the school year.
5. Community groups must vacate the school at least one (1) hour before the end of their designated four (4) hour time slot.



COMMUNITY USE OF SCHOOLS - ELEMENTARY

SCHOOL: _____

YEAR: _____

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10 a.m. to 2 p.m.							
2 p.m. to 6 p.m.							
6 p.m. to 10 p.m.							

SCHOOL NOT AVAILABLE FOR COMMUNITY USE

- ▷ Each booking is for a four (4) hour time slot.
- ▷ School may book two (2) nights during the week plus one (1) four (4) hour time slot on the weekend.
- ▷ Place an "X" in the desired time slots for your school.
- ▷ Forward the completed form to the Plant Department.



COMMUNITY USE OF SCHOOLS – SECONDARY

SCHOOL: _____, **MAIN GYMNASIUM** **YEAR:** _____

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10 a.m. to 2 p.m.							
2 p.m. to 6 p.m.							
6 p.m. to 9 p.m.							
9 p.m. to 10 p.m.							
10 p.m. to 11 p.m.							

SCHOOL NOT AVAILABLE FOR COMMUNITY USE

- ▷ **Each Weekend booking is for a 4-hour time slot.**
- ▷ **When the community group uses the change room facilities, they must vacate the school at least one (1) hour before their designated 4-hour time slot ends.**
- ▷ **If the change room facilities are not used, the group must vacate the school at least one half-hour before their designated 4-hour time slot ends**
- ▷ **School may book two (2) four (4) hour time slots on the weekend.**
- ▷ **Place an “X” in the desired time slots for your school.**
- ▷ **Forward the completed form to the Plant Department.**

Protocol for Community Use of Schools for Elections

As Canada is a representative democracy, its Citizens who are at least 18 years old vote to elect candidates in their riding to Government. The process of electing officials at all levels is supported through specific legislation being the Canada Elections Act 2000, Election Act R.S.O.1990 and the Municipal Elections Act, 1996

Voting is an important civic duty. When the voting process is underway, there are occasions when the use of Huron-Superior Catholic District School Board facilities may be used as an election voting site / polling station. Access to schools as voting locations is a key component of running an election. They meet accessibility requirements, are central to a neighbourhood, and are well-known to the community. It is the primary reason why Ontario's Election Act, Canada Elections Act, and Education Act have provisions in place to use school facilities as voting locations.

Notwithstanding the legislation, student and staff health and safety take precedence over the use of the space for election purposes. School sites may not be available due to circumstances beyond the reasonable control of the Board or where student and staff health and safety may be affected.

The following protocol outlines the process for securing the space and maintaining protection of a safe learning and working environment for students and staff.

Prior to Election

- If a voting day is known prior to the start of a school year, the committee responsible for making the school year calendar will take into consideration making an election day a Professional Development Day.
- Whereas if a Returning Officer (election official) wishes to use a board facility for a voting site / polling station, they will make the request to Community Use of Schools not less than fourteen (14) days prior to the polling day.
- Community Use of Schools will provide Returning Officer with the Principal's / Supervisor's contact information. They will also contact the Principal / Supervisor to provide notice that their school is being considered as a voting site / polling location.
- Prior to confirmation of the voting site / polling station, and at a mutually agreed upon time, the Returning Officer and School Principal and/or Supervisor will conduct a site visit of each school listed as a potential voting site/polling station.

- If The Returning Officer is confirming the use of a school site, they will meet with the Principal / Supervisor three (3) weeks prior to the election to finalize a mutually agreed upon “route of travel” throughout the school.
- The Returning Officer will ensure a minimum of two (2) personnel are hired to maintain the designated “route of travel” throughout the school. The personnel may be in the form of elections staff, or at the request of the Principal / Supervisor, a Security Guard hired from a third party company. These personnel will assist in the school’s ability to maintain school safety and security, limit entry points, loitering, and maintaining the “route of travel”.
- The Returning Officer will provide the Principal / Supervisor with the number of tables and chairs it will require at each polling site 3 weeks prior to the Election.
- The Principal / Supervisor may solicit parent volunteers to act as hall monitors in accordance with the Board’s Volunteer Policy.

In School Polling Location Considerations and Requirements

- During preliminary location considerations, the following items shall be reviewed and identified, at a minimum: access to parking (including accessible parking), washrooms and the route through the school to the parking area.
- The preferred location in most schools shall be the gymnasium, which has a direct access to the exterior building area or closest interior entrance, is fully accessible and provides accessible parking.
- Where possible, separate entrance(s) and exit(s) shall be designated for the public to access the polling station / voting site. In cases where this cannot be arranged, consideration shall be given to using the door closest to the polling station / voting site.
- Pre-existing security measures are to remain in place during the use of a school for during an election. Exceptions (ie. an entry door to be made unlocked) must have proper arrangements in place to ensure security will be maintained (ie. unlocked door is monitored by a volunteer / security)
- Requests for third party security guards, additional polling staff and/or parent volunteers will be at the discretion of the Principal / Supervisor when selecting a polling location for the purposes of maintaining a safe and secure school.
- Each application for use will include a “route of travel” outlining the areas where members of the public will travel throughout a school. The ‘route of travel’ will be submitted using floor plans provided by the Huron-Superior Catholic District School Board.
- School-wide allergy related restriction(s) will be communicated by the Principal / Supervisor to the Returning officer. The Returning Officer will then communicate any restriction(s) to its election personnel. (ie. peanut, nut, fish, seafood free, scent sensitive environment etc.)

Obtaining Permission to Use the School

- The Returning Officer will contact Community Use of Schools, to obtain contact information of the school Principal / Supervisor of each site they are requesting to use. The Returning Officer will then communicate directly with each school regarding permit needs and requests.
- Applications to apply to use a school will be submitted online through the Board's Community Use of Schools portal. Separate applications will be submitted for each site being reserved. All applicants must agree to the Regulations for Community Use of Schools

Day of Election

- Hours of voting will be in accordance with the applicable legislation.
- The Plant Services Department is responsible for the supply, set-up and take down of tables and chairs at each polling site.
- The Plant Services Department will supply a recycling container and refuse cans for use by the polling station staff and general public.
- A minimum of two (2) security / polling personnel shall be located at each school for the purposes of maintaining staff and student safety by limiting access within the school to the designated 'route of travel' and controlling entry points. If additional personnel are required, this will be mutually agreed to by the Board and Election officials.
- Volunteers utilized by the school shall be clearly identified by an identification tag and/or visitor pass.
- Service animals will be permitted. Pets will not be permitted. The election official is encouraged to provide this information on the enumeration card to all voters.

References:

[Canada Elections Act, \(S.C. 2000, c.9\)](#)
[Election Act, R.S.O. 1990, c. E.6](#)
[HSCDSB Policy 4009, Volunteers](#)
[HSCDSB Policy 3001, Community Use of Schools](#)