

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION B: ADMINISTRATION**

COMMUNITY USE OF SCHOOLS	PROCEDURE
EFFECTIVE: 2000 12 01 / 2001 06 05 / 2002 05 28 / 2002 12 01 / 2017 04 25	

REFERENCES:

- Chatham-Kent Lambton Administrative School Services (CLASS) Policy - Community Use of Schools

ADMINISTRATIVE PROCEDURES:

1.0 Responsibility

- 1.1. The Treasurer of the Board will be responsible for the development and implementation of this policy and procedures.
- 1.2. The Treasurer of the Board will be responsible for communication of the policy and procedures to appropriate Board employees.
- 1.3. Principals will be responsible for communication of this policy and procedures to school communities.

2.0 Expectations

- 2.1 Treasurer of the Board or designate will:
 - 2.2.1 Act as a resource person for CLASS staff, principals, teaching and support staff for consultation and advice on community use matters.
 - 2.2.2 Approve the CLASS community use of schools procedures.
 - 2.2.3 Manage the use of school buildings and property, including the use of space by the community.
 - 2.2.4 Advise the resource person for CLASS of any damage to Board property and appropriate restitution required.
 - 2.2.5 Review and approve any reports to the Ministry as necessary.
- 2.2 General Manager – CLASS or designate
 - 2.3.1 Administer and manage the community use of schools program for the Board.
 - 2.3.2 Develop community use of school policy and procedures that provide direction to the community and the Board.

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2.3.3 Prepare reports to the Ministry as necessary.

2.3 Principal or designate

2.4.1 Promote a positive relationship between the staff of the school and the community.

2.4.2 Represent the Board and school in resolving site based community use of schools issues.

2.4.3 Fulfill their role in the approval of applications for community use of schools. Community use of schools applications are collaboratively approved by community use of schools staff at CLASS, Facility Services and the school Principal.

3.0 Additional Information

3.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.