

CLASS Business Unit:	Community Use of Schools
Operating Procedure:	Appeals
Reference:	CUS-PRO-003-2010
Adopted:	April 18, 2017
Revised:	

1.0 Appeals

In the event a user group wishes to formally dispute any terms or conditions or the application of any terms or conditions applying to the rental of school facilities an Appeal may be made to Chatham-Kent Lambton Administrative School Services (CLASS).

1.1 Appeal Submission

To submit an Appeal the Permit Holder must:

- Go to www.communityuseofschools.com
- In the menu on the right side click on the FAQ's page
- Scroll down to the last question, '*How can I appeal a decision regarding my rental application?*'
- Click on the **click here** link and follow the prompts.

The Appeal Form requests the following information:

- Permit number
- Name of organization and appellants name
- Appellants daytime phone number and email address
- The basis of the dispute
- Acknowledgment that decisions made by the Appeal Committee are final
- Acknowledgment that the Appellant will receive decision of the appeal via email

Upon completion of the Appeal Form the appellant receives notice that the Appeal has been submitted and the Appeal Form is automatically emailed to the CLASS Rental Office.

1.2 Determination of an Appeal

The Appellant receives notice of Determination of the Appeal via email and, as advised during the Appeal Submission Process, is advised that all Appeal decisions are final.