

CLASS Business Unit:	Community Use of Schools
Operating Procedure:	Availability for Use
Reference:	CUS-PRO-001-2010
Adopted:	April 18, 2017
Revised:	June 14, 2023

1.0 Availability for Use

Lambton Kent District School Board and St. Clair Catholic District School Board school facilities not required by schools outside regular school hours are available to Chatham-Kent Lambton Administrative School Services (CLASS) to rent to community groups upon issuance of an approved rental permit.

School facilities typically available for rent include gymnasiums, auditoriums, libraries, secondary classrooms, cafeterias, and sports fields. Groups wishing to rent other facilities must contact CLASS, who will in turn consult with the relevant school Principal and Facilities department.

Indoor rentals are available on regular instructional days from 5:30pm-9:30pm and weekends generally between the hours of 8am-6pm, providing custodial coverage is available. There may be limited weekday availability during the summer season.

Outdoor rentals are available May-September, weather permitting.

1.1 School Use After Hours

Schools requiring use of their 'rentable' spaces outside regular school hours are asked to indicate their requirements via the web-based Community Use of Schools facilities calendar (eBASE) to ensure the space is not rented to community groups.

1.2 Restrictions for Use

Due to cleaning and maintenance requirements, indoor school facilities are not rented to community groups during Christmas break, March break, Professional Activity days or Statutory holidays.

CLASS reserves the right to refuse approval or to cancel any permits for the use of a school building or its facilities where it is deemed that such action is necessary for the best interests of the school and/or the board.