CATEGORY 5
Eligibility Information

Overview

Community programs run on a volunteer basis that do not meet other rental categories, such as non-affiliated adult sports leagues.

Eligibility

To be eligible for Category 5, the program must:

- Be run on a volunteer basis
- Be a community program open to adults (or the broader community, as applicable)
- Not meet the eligibility requirements of another rental category

An Affidavit & Financial Statement is required.

To be classified as a Category 5 rental, you must submit a completed Affidavit & Financial Statement confirming the program is run on a volunteer basis.

Documentation can be sent to: communityuseofschools@cklass.ca

Affidavit Guidance

What is an Affidavit?

An Affidavit is a formal sworn statement of fact, signed by the author, and witnessed by a taker of oaths, such as a notary public or commissioner of oaths.

How should paragraphs be drafted?

The statements should be written in simple, complete sentences and each numbered clause should be limited to one or two ideas to ensure clarity.

Example Affidavit

Lambton Basketball League (2026-27 School Year)

1. I am the League Convener of Lambton Basketball League.
2. Lambton Basketball League is not incorporated.
3. Lambton Basketball League is not a registered charity.
4. The league is run strictty by a group of volunteers.
5. Any fees collected are used only to cover program costs (see Financial Statement attached as Exhibit "A").
6. The league is an inclusive community program, open to anyone 18 years of age or older in Lambton-Kent.
7. The league is promoted through word of mouth, social media and community postings.
8. The league runs from September to June, with a year-end tournament. I make this affidavit in good faith and for no improper purpose.

Example Financial Statement

Lambton Basketball League – 2026-27 School Year

REVENUE	AMOUNT
Registration Fees (40 players @ $80 each)	$3,200.00
Other (e.g., fundraising, sponsorship)	$300.00
TOTAL REVENUE	**$3,500.00**

EXPENSES	AMOUNT
Gym Rental Fees	$1,200.00
Insurance	$300.00
Equipment (basketballs, nets, supplies)	$400.00
Trophies / Awards (year-end tournament)	$350.00
Promotions / Communications	$250.00
Other (bank fees, etc.)	$1,000.00
TOTAL EXPENSES	**$3,500.00**
NET INCOME (LOSS)	**$0.00**

Note: This is an example only. Figures will vary by program.

Need More Information?

If you are unsure whether your organization qualifies for Category 5 or need help understanding the requirements, please contact the CLASS Community Use of Schools – Rental Office. We are happy to assist you.

Community Use of Schools - Rental Office
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519-627-0835 | 1-877-887-4025
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SHARED SCHOOL SERVICES