



**OTTAWA-CARLETON DISTRICT SCHOOL BOARD**  
**COMMUNITY USE OF SCHOOLS**  
**USER FEE SCHEDULE (Per Facility Per Hour)**

Category	Availability	Number of Meeting Spaces (Classroom, Lobby & Library)				Gymnasium or Cafeteria	Client Support (Custodial)
		1-3	4-8	9-15	16 or more		
<b>A</b>	<b>School, School Council &amp; District</b>	Weeknights, Weekends & School Breaks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>B/C/D</b>	<b>Municipality/Youth/Community</b>	Monday - Saturday only	\$5.80	\$11.55	\$17.30	\$23.10	\$5.80
<b>D-2</b>	<b>Adult Rec</b>	Monday - Friday	\$15.28	\$24.26	\$38.22	\$52.08	\$17.38
		Saturday	\$15.28	\$24.26	\$38.22	\$52.08	\$21.89
<b>E-1</b>	<b>Not-For-Profit</b>	Monday - Friday	\$19.11	\$30.40	\$47.72	\$65.05	\$21.74
		Saturday	\$19.11	\$30.40	\$47.72	\$65.05	\$27.30
		Sunday	\$26.08	\$43.32	\$65.05	\$86.94	\$35.54
<b>E-2</b>	<b>For Profit</b>	Monday - Friday	\$31.87	\$50.66	\$79.59	\$108.57	\$36.17
		Saturday	\$31.87	\$50.66	\$79.59	\$108.57	\$45.52
		Sunday	\$43.42	\$72.16	\$108.57	\$144.69	\$59.33

**IMPORTANT INFORMATION ABOUT COMMUNITY USE OF SCHOOLS:**

- The User Fees in Categories B, C, D-1, D-2 and E-1 are subsidized from the Provincial Initiative Funds received to offset the cost of Community Use.
- Community Use is from mid-September to May 31 on evenings and weekends. There is a minimum 2 consecutive hour rental time of space. Weekday rental hours are from 6:00pm to 8:00pm, 8:15pm to 10:15pm or 6:00pm to 10:00pm. Weekend rental hours are from 8:00am to 6:00pm.
- There is a minimum 3 hour client support (custodial) on weekends. In the summer, Community Use is Monday - Friday only from 8:00am to 5:00pm for indoor space. Community Use rentals are not available during the Winter Break, statutory holidays or long weekends.
- Rentals outside standard Community Use hours are sometimes permitted outside of regular hours for provincial tournaments or large events such as School Anniversaries/Reunions (4 hour minimum required). These events will require special pricing and insurance as these events do not fall into the above categories.
- Permits will only be approved for activities that are deemed appropriate for the space that has been requested on the permit. If activities are not deemed appropriate or as the intended use of the space, Community Use reserves the right to deny these permit requests. Personal events (birthdays, anniversaries etc.) are not activities that would be approved in OCDSB facilities.

<b>ADDITIONAL PERMIT FEES:</b>	
Sports Fields & Ball Diamonds:	\$6.83/hour
Permit Administration Fee (One Time): <i>(non-refundable)</i>	1 Booking - \$10.50 2 - 5 Bookings - \$21.00 6 or more Bookings - \$36.75
Equipment Fee (One Time, Per Permit):	\$26.25
Permit Cancellation Fee	\$26.25
Permit Amendment Fee: <i>(Per Time, Per Client Request)</i>	\$10.50

**NOTE: All pricing is subject to HST**

The Ottawa-Carleton District School Board reserves the right to adjust rates as needed without notice.