


Administrative Procedures 548	
Community Use of School Facilities	
	Adopted: June 28, 2011 Amended: August 8, 2012
	External References: <ul style="list-style-type: none"> • Education Act: Sections 85, 87, 109, 110, 175

Background

The Division believes that maximum use of school facilities is to occur in serving both the needs of students and other members of the community.

In providing for the community use of school facilities, the Division levies a rental charge to approved groups. The rental charge is intended to cover operational expenses and additional maintenance costs. Rentals, for the most part, are limited to service clubs, religious organizations and other groups seeking to promote the educational, cultural and recreational aspects of community life.

The Division does not ordinarily rent space to any individual or firm for commercial or monetary gain.

Provisions are made to use school facilities when requested for conducting local, provincial, or federal elections.

Every effort will be made to accommodate requests by outside parties. School activities are to take precedence at all times and recognize circumstances may change over the duration of the rental period.

Procedures

1. Rental Rates and Charges

- 1.1 The Board approves rental rates as established by the School Community Council, on an annual basis. Rates are established for use of classrooms and gymnasias.
- 1.2 Charges for caretaking services are annually reviewed and approved by the Board.
- 1.3 Rates and charges are in accordance with the Administrative Procedures 505 Student Fees – Appendix A – Fee Schedule Guide.
- 1.4 Payments of fees and charges are to be made to the school office when approval of the event is given. Fees are to be submitted to the Facilities Supervisor with a report on rental activity if caretaking or other costs were incurred by the school as a result of the rental.
- 1.5 If no costs are incurred the rental fees are to be submitted to the School Community Council to be reported as Revenue.

2. Application for Rental

- 2.1 Applications for rental or use of school facilities are to be made to the Principal using Form 548-1 School Use/Rental Application
- 2.2 The Principal, in consultation with the school staff, may allocate space for various activities.

2.3 The Principal has the authority to approve applications, but must submit to the Facilities Supervisor any application which departs from the procedures as outlined. The Facilities Supervisor in consultation with the Superintendent of Business will approve or reject such applications.

3. Fee Schedule and Approved Uses – Schools

3.1 Classroom or Gymnasium – No Charge

- 3.1.1 School sponsored students' activities.
- 3.1.2 School Community Council meetings and activities.
- 3.1.3 School Board employee meetings and functions.
- 3.1.4 Parent Association meetings and functions.

3.2 Classroom or Gymnasium – Caretaking Fee May Be Charged

- 3.2.1 Activities limited to children of school age and for the most part reside in the school community.
- 3.2.2 Approved groups sponsored by local community and recreation organizations.
- 3.2.3 Benevolent organizations.
- 3.2.4 Service clubs and other community groups sponsoring events at which no charge is made.
- 3.2.5 Other meetings authorized by the Principal and the School Community Council.

3.3 Classroom and Gymnasium – Rental and Caretaking Fee

- 3.3.1 Refers to organizations, groups and clubs that are service-oriented in nature but whose function is to raise funds for the respective non-profit organization
- 3.3.2 Provincial and Federal Elections.

4. Restrictions

- 4.1 School premises must be left in good condition by the group using the school.
- 4.2 Groups renting or using school facilities are held responsible for any damage or breakage beyond normal wear and tear. If any damage occurs, the group is required to report it to the Principal who will bring the matter to the attention of the Facilities Supervisor so that a suitable settlement may be made.
- 4.3 Adequate supervision by competent adults must be provided in all cases where school buildings are being used outside regular school hours by school children, high school students and others under eighteen (18) years of age.
- 4.4 The following are not permitted on school property:
 - 4.4.1 Smoking or tobacco use.
 - 4.4.2 Use of illicit drugs and alcohol. Refer to Administrative Procedures 354 Illicit Use of Drugs and Alcohol.
 - 4.4.3 Alcoholic beverages except as permitted by joint use agreements.
 - 4.4.4 Public dances, except as permitted by joint use agreements.
 - 4.4.5 Motorized vehicles on school grounds except in authorized parking areas.
- 4.5 It is recommended that the lessee maintain, during the term of occupation of the rented premises, comprehensive general liability insurance.

- 4.6 Groups renting or using school facilities must be advised prior to using the facility that:
 - 4.6.1 Division liability insurance only provides coverage for school-sponsored events.
 - 4.6.2 Should an insurance claim with respect to the school or equipment arise as the result of use other than for a school-sponsored event, the insurance carrier reserves the right to sue the group responsible for the damage or loss.
 - 4.6.3 In case of an insurance claim arising out of an event using school facilities and/or equipment, it will be the insurance carrier that determines whether or not the event was school-sponsored.
 - 4.6.4 In order for an event that is taking place on school premises to be considered a school-sponsored event, there must be a direct linkage between the school and the event. Students and staff:
 - 4.6.4.1. Are to be directly involved in the organizing of the event.
 - 4.6.4.2. Must be able to influence what occurs.
 - 4.6.4.3. Must be actively supervising and organizing the event.
 - 4.6.4.4. Must be taking responsibility for what occurs.
 - 4.6.5 School involvement such as those listed below is not sufficient to make the event a school-sponsored event for insurance purposes:
 - 4.6.5.1. The Student Leadership Council/Student Representative Council (SLC/SRC) or a specific student group is receiving a portion of the proceeds from the door
 - 4.6.5.2. The SLC/SRC or a specific student group is collecting money or tickets at the door for the event organizers
 - 4.6.5.3. The SLC/SRC or a specific student group is operating a concession at the event.

5. Division Office Facilities

- 5.1 The Director may approve the use of the Division Office meeting facilities for Division related groups, school-based administrator groups, teacher and support staff groups.
- 5.2 The business of the Division will take precedence in scheduling meeting rooms.
- 5.3 The Division Office premises are to be left in a clean and tidy condition and the building secured as directed by the Facilities Supervisor.

6. Harris Joint Use Facility

- 6.1 The administration and operation of the Harris Joint-Use facility is governed by the Capital and Operations Agreement: Harris Joint Use Facility.
- 6.2 A copy of the agreement is to be maintained in the Division Office by the Superintendent of Business.