

## **COMMUNITY USE OF SCHOOL FACILITIES AND EQUIPMENT**

### **I Preamble**

- A. School facilities shall be available, after regular school hours, to community organizations within the School Division for educational, cultural, recreational, charitable, and for political and religious functions. School facilities cannot be reserved for regular use by political and religious organizations.
- B. All requests shall be dealt with on an individual basis in accordance with the guidelines set out below.
- C. Commercial rentals may be considered by the Superintendent and when authorized shall be at rental rates approved by the Board.
- D. School administrators shall ensure security personnel are aware of their responsibilities under this policy.

### **II Applications**

- A. "Applicant" refers to the person signing the approved application form. No applications from applicants under the age of eighteen years will be considered. The applicant will assume full responsibility for the event, including all liability for personal injuries for all participants in that event, as well as other responsibilities and liabilities expressed hereafter. Responsibility and liability will be retained through the applicant's signature. A designated on-site supervisor must be named.
- B. "Permit" refers to the approved application signed by both parties.
- C. Application Procedure
  - 1. The office Administrative Secretary will act as the Community Use Coordinator.
  - 2. A representative from the organization must complete an application form and sign the waiver for the use of a school facility, at least seven (7) days prior to the date(s) of use of that facility.
  - 3. The application must include all requests for:
    - a) school property to be removed from premises
    - b) use of school equipment by user.
  - 4. School Division office staff will calculate the cost for that use and will forward the completed application to the Superintendent/designate for approval.

5. Costs will be determined on the basis of cost for security during the time of the organization's use of the facility. These costs, including any damage deposit, will not exceed the amount necessary for the School Division to recover costs incurred by the public's use of the facility.
  - a) Since there is usually more than one organization in a facility each evening, the cost for security and/or facility use will be set at the hourly rate as determined annually by the School Division administration. Facility use of gymnasiums will include heat and/or air conditioning if available.
  - b) Costs will not be collected from:
    - i) School Division employee groups meeting in a facility
    - ii) Educational partners who already have existing agreements for space utilization with the School Division
    - iii) Kelsey Recreation when there is an existing reciprocal agreement for space utilization.
  - c) Authorized local community youth groups will be assured 50% off the established rate.
6. Once the application has been approved, the organization representative will be notified of that approval and of the determined costs.
7. The senior administration of Kelsey School Division shall use their discretion as to the designation of a group in one of the above categories, and the outlined statements above shall not limit the generality or discretion of placement.
8. The Board of Trustees of the Kelsey School Division is the final arbiter regarding use of school facilities by the public.
9. The School Board and/or its designate reserves the right to cancel the approved application.
10. Unless prior approval for a requested date has already been granted to a group, in the event of potential users requesting use of the same facility of the same date/time, priority will be given as follows:
  - a) School activity
  - b) School Division activity
  - c) Youth group
  - d) Local community groups
  - e) Non community groups.

11. Facility availability may be limited during Christmas, Spring Break and summer closure to ensure sufficient opportunity to clean all areas of the schools. Construction projects may also impact facility use.

III. Security

- A. The Assistant Principal of the school is responsible for the assigning of security guards during public events.
- B. Security guards shall be at least 18 years old. They shall be present in a supervisory capacity only and must not actively participate in the activity under supervision. Security guards shall not entertain visitors while on duty.
- C. The security guard represents the School Division and shall be responsible for carrying out duties as assigned by the School Division, namely:
  1. Opening doors 15 minutes prior to scheduled events or earlier if pre-arranged.
  2. Being present on the premises while the scheduled event is in progress.
  3. Allowing only those persons of the assigned group access to the building.
  4. Checking that inappropriate/unauthorized footwear is not used in the gym.
  5. Opening only those facilities designated on the application and only issuing equipment that is specified on the application.
  6. Checking and reminding the user group of responsibilities such as general cleaning of the room and putting away equipment after use.
  7. Enforcing the 'no-smoking' rule.
  8. Controlling the 'no food' rules for certain areas. No food or beverages are to be allowed in the gym unless special arrangements have been made in advance with the school administration.
  9. Ending the event on time as specified on the application.
  10. Checking washrooms to see that toilets are flushed.

11. Locking up, checking to see that the room is restored to normal order and turning off lights after the scheduled event.
  12. Maintaining a record of attendance for each user group to which they are assigned.
  13. Reporting damages, neglect, abuse, or improper behaviour promptly to the Assistant Principal.
  14. Notifying the RCMP in the event that a theft or damage is discovered and immediately thereafter calling the Assistant Principal, or if not available, the next higher authority.
  15. Be familiar with the requirements of each individual group and school so that no confusion will result on the day of the activity. These issues are to be clarified with the Assistant Principal of the designated school.
  16. Additional duties may be required when the building is being used for long periods of time or when the event is spread through more than one area of the school.
  17. Minor equipment required from an approved list, may be provided.
- D. During school hours special arrangements will be made with the school administration for security.

IV. Responsibility of Applicant/Organization

- A. The applicant and/or designate will be liable for any damage to the building or equipment which results from use incidental thereto. A certificate or statement from the Physical Education Department and/or the Director of Maintenance and Transportation of Kelsey School Division shall be evidence of the fact of such damage.
- B. In the event of damages to the facilities and/or equipment resulting from a group's community use of the school's facilities, the applicant and the organization represented shall be responsible for the complete cost involved.
- C. Kelsey School Division will not be responsible for any injuries sustained by members of community user groups using the school facilities.
- D. Kelsey School Division will not be responsible for lost articles.

- E. User groups (or sponsoring groups) are expected to put away any equipment provided by the School Division after it is used and to leave the facility in the same condition as they found it.
  - F. Groups authorized to use a specific area of a building must limit use only to that specified area.
  - G. Under no circumstances will "street" shoes be allowed in the gymnasium for sports activities. The security guard may request that "street" shoes be left at the entrance door.
  - H. Smoking shall not be permitted in any of the schools or on school property at any time.
  - I. Alcoholic beverages will not be allowed in any part of the school premises or on school property at any time.
  - J. Use of any part of the school is subject to cancellation with a 24-hour notice given to the user group. Cancellations will only be made in exceptional circumstances including days the schools are closed as per policy EBCA (Emergency School Closings).
  - K. The permit holder must give a 48-hour notification to the office Administrative Secretary in the case of cancellation of an event or the fee is forfeited.
  - L. The use of facilities will be terminated at the time shown on the permit.
  - M. User groups are expected to have a "workable number" of people in attendance in order to ensure that their program remains viable. Otherwise, the application may be rescinded. Should Kelsey School Division rescind an application for a user group that paid fees in advance, the unused portion of the fees will be refunded.
  - N. Organizations wishing to terminate their regular use of the facilities must do so by contacting the Kelsey School Division office on the last date used. No refunds will be given when arrangements for security cannot be cancelled.
- V. **Equipment Use**
- A. Except when requested by a local, provincial, or federal governmental body, no divisional non-instructional equipment shall be used for other than Kelsey School Division purposes.

- B. Divisional equipment may be loaned at the discretion of the Secretary Treasurer and/or the Superintendent, to a local non-profit community service organization. Loaned equipment shall be moved to and from the Division equipment compound by the borrowing organization and that organization shall be responsible for any damages incurred while the equipment is under its care.
- C. Sound System and Lighting Equipment
- Except where the joint use of equipment has been arranged with a specific community group, the following shall apply:
1. Sound System  
Any and all user groups may be required to make arrangements with a local sound and/or lighting provider at the users cost.
  2. Lighting Equipment  
Should a user group require the use of the stage lights and/or spot light, arrangements may be made with a local sound and/or lighting provider at the user's cost.
- D. Adult Group Bookings
1. Kelsey School Division will supply the basic stationary type of equipment for the user groups. All minor equipment required by the various activity groups may be supplied through their own organization.
  2. Equipment may be supplied at the discretion of the Superintendent.
- E. Kelsey Recreation Programs (student oriented):
- The recreation director will be responsible for the safe return of all equipment that is requisitioned.