

Administrative Procedure 546

COMMUNITY USE OF SCHOOL FACILITIES

Background

The use of school facilities by the community is encouraged when the facilities are not used for scheduled activities and the usage is consistent with the guidelines and procedures established in the Joint Use Agreements with Strathcona County, the City of Fort Saskatchewan, and the City of Camrose.

Subject to Board policies, Division administrative procedures and the Joint Use Agreements governing after hour utilization of Division facilities, the Division:

- Encourages use by students for extra-curricular educational, religious, social, recreational and athletic activities, under suitable supervision;
- Encourages use by community organizations for meetings, socials, recreational, athletic, cultural and religious activities;
- Encourages these same organizations to sponsor youth activities to be held off-hours with the executive of the organization assuming leadership responsibilities;
- Specifically encourages Catholic organizations to organize adult, family and youth activities, and assume leadership responsibilities for the ongoing supervision and promotion of these activities;
- Reserves the right to restrict the use of facilities and set user fees where appropriate; and
- Authorizes community use of Division schools by licensed day-care groups and responsible latch-key groups.

Procedures

1. The order of priorities for use of school buildings during hours that school is not in session is as follows:
 - 1.1 Regular school sponsored programs;
 - 1.2 Catholic community sponsored programs;
 - 1.3 County or City sponsored programs;
 - 1.4 Community non-profit groups who serve EICS students
 - 1.5 Other community non-profit groups; and
 - 1.6 Private groups.

2. The use of the school facility for a non-school related activity will only be granted if the school rental contract is completed with proof of liability insurance coverage and is submitted two (2) weeks prior to the date when the accommodation is required.
3. The user group will be invoiced as per the current school rental fee schedule. Usage of school equipment shall be at the Principal's discretion and be subject to an additional fee.
4. Payment of accounts shall be made as outlined in the contract.
 - 4.1 Payment of all contracts must conform to the department's payment policies and procedures and regulations.
 - 4.2 Failure to do so may result in the cancellation of the use of the school facility.
5. The user group must carry a minimum limit of two million dollars (\$2,000,000) in general liability insurance.
6. School buildings will not be made available for any function that is:
 - 6.1 Contrary to the philosophy and policies of the Division, teachings of the Church or not conducted in accordance with the law.
 - 6.2 Lacking responsible adult supervision.
 - 6.3 Not approved by the Superintendent.
7. School sponsored programs
 - 7.1 School Administration shall reserve their facility on the Division facility calendar for all school sponsored usage. Gymnasiums are not to be blocked booked without specific planned usage.
 - 7.2 To coincide with facility booking timelines, it is expected that school administration plans facility usage and enters school sponsored usage into the Division calendar based on the following timelines:
 - 7.2.1 Requests for facilities for the school year (September 1 to June 30) are to be submitted by June 1.
 - 7.2.2 Any time not booked by schools by the deadline shall be considered for rental by outside groups.
8. Changes or Cancellations
 - 8.1 Changes or cancellations shall be given to the booking agent in writing or by e-mail at least forty-eight (48) hours in advance and a fee shall be charged where changes or cancellations by a user group are excessive or where inadequate notice is given.
 - 8.2 All groups must be prepared to give up their allotted time should the Principal desire the use of the school.
 - 8.2.1 Seven (7) calendar days' notice is to be given to facilitate notification of rental group members.

8.2.2 Any school cancellation under forty-eight (48) hours' notice must require the approval of the Secretary-Treasurer.

9. Groups and agencies using school facilities shall designate, prior to usage time, a person to act as a supervisor for the activity. This person shall be directly responsible for the safety and the conduct of the individuals in the group as well as for the group as a whole.
10. The main front entrance of the school shall be used unless otherwise specified. After the user group has initially gained access to the facility the entrance door will be kept locked to prevent other persons entering the school for which no one is responsible.
11. Use of the schools and equipment is restricted to the areas designated in the rental form.
12. Responsibility for protection of school property and prevention of damage to equipment shall rest entirely with the organization or group using the facilities. In the event of any damage to school property or equipment, the organization or groups shall be charged with the cost of repair or replacement.
13. Groups using school facilities must ensure that participants, including spectators, in their programs use appropriate footwear which is not harmful to the floor (i.e. non-marking shoes).
14. The use of school equipment, such as public address systems, is not included in the rental contract unless specifically stated. If any equipment is brought into a school building, it must be delivered and removed with a minimum of interference to the regular school program.
15. The rental group shall be responsible for removing from premises, immediately after the function, all debris, decorations, boxes, bottles, etc., and to stack chairs and tables.
16. Littering will not be tolerated.
17. Food and beverages are not allowed in the gymnasium or carpeted areas.
 - 17.1 Use of kitchens off of gymnasiums shall be classed as additional areas and will require prior approval of the Principal.
 - 17.2 Special permission may be requested for minor foods and beverages in gyms for special ceremonies for community groups.
18. No special electrical services shall be allowed or provided to rental groups.
19. Smoking is prohibited in Division buildings or grounds and must comply with Administrative Procedure 162 – Smoke-Free Facilities.
20. The Division assumes no responsibility with respect to permits required by government agencies. It shall be the responsibility of the organization or group to obtain such permits.

21. Liquor is not permitted to be served as per Administrative Procedure 163 – Use of Alcohol in Division schools.
22. The Division reserves the right to cancel any permit at any time if the conduct of those using the building or equipment is not satisfactory or is deemed to be harmful.
23. Division officials shall have the right to visit and inspect any programs in the school buildings for which rental contracts have been granted.
24. Failure by any individual/s to comply with the above procedures will result in the refusal of future request.
25. The Division reserves the right to withdraw rental privileges from any groups, which are in violation of Board policies or administrative procedures.
26. Daycares
 - 26.1 A day-care operator will pay a monthly lease fee as per the Division's lease formula: The fee is payable in advance each month to Elk Island Catholic Separate Regional Division No. 41.
 - 26.2 A licensed day-care operator/lessee must provide proof of their current day-care licensing approval and conform to all bylaws, rules, or regulations of the municipality, and all other applicable legislation and regulations, whether imposed by municipal, provincial, or federal authorities with respect to the operation of the lessee's programs on Division property.
 - 26.3 A licensed day-care operator/lessee must agree to maintain comprehensive general liability insurance with liability limits of not less than \$2,000,000 (two million) dollars for any one accident or occurrence, as well as tenant's legal liability insurance in the amount of \$250,000 and supply the Division with a certified copy of their insurance coverage.

Reference: Section 20, 60, 61, 113, 195 School Act
Joint Use Agreements

Revised August 30, 2013

Revised April, 2014

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Administrative Procedure 546 – Appendix A

BOOKING PROCEDURES

1. Registration for Bookings
 - 1.1 Registration for bookings of Division schools shall be made on the Division's website as follows:
 - 1.1.1 User group consults facility use regulations and fees
 - 1.1.2 User group consults facility calendars to ensure facility is available for request
 - 1.1.3 User group completes division rental contract and forwards proof of insurance to booking agent.
 - 1.1.4 If approved, Booking agent forwards approved contract to user group and updates facility calendar.
2. Booking Deadlines
 - 2.1 Requests for facilities for the school year (September 1 to June 30) are to be submitted by June 30.
 - 2.2 Requests for facilities for the school year (September 1 to June 30) by municipalities are to be submitted by June 15.
 - 2.3 In general, facilities will only be available on instructional days and Saturdays.
 - 2.4 All groups must be prepared to give up their allotted time should the Principal desire the use of the school. Unless there are circumstances outside of the school's control, advance notice will be given to the group or Recreation Department at least forty-eight (48) hours prior to the time for which the school had been reserved. Wherever possible, seven (7) calendar days' notice is to be given to facilitate notification of rental group members.
3. Rental Contract
 - 3.1 Individuals seeking change to the rental contract are encouraged to arrange such at least one (1) week in advance of the scheduled booking.
 - 3.2 All groups shall keep to their exact areas as approved on the rental application form. A custodian will only unlock the door at the scheduled start time and the door will be kept locked at all other times. The user group will be expected to have vacated the facility by the scheduled end time of the event.
 - 3.3 Rental cheques shall be made payable to:

Elk Island Catholic Separate Regional Division No. 41
4. Use of Furniture and Equipment
 - 4.1 Industrial arts, home economics, business education, music and science classrooms, as well as any other room containing non-portable equipment

and apparatus will not be rented for non-instructional purposes. These rooms shall only be used for approved instruction in courses for which the rooms were designed and equipped, and by instructors approved by the Division or its agents.

- 4.2 Special requests to use lightweight furniture and equipment (i.e., projector, P.E. equipment) shall be issued at the discretion of the Principal and may result in an additional fee.
- 4.3 Notwithstanding the foregoing, use of equipment and furniture will not be allowed for commercial purposes.

5. Damages/Losses to School Facilities and Equipment

- 5.1 Groups using school facilities and equipment shall be responsible for any damages/losses or costs to the facility and equipment, resulting from their use of such.
- 5.2 The Division assumes no responsibility for loss or damages to stored equipment belonging to the rental group.
- 5.3 The school will report, in writing, damage to school facilities within forty-eight (48) hours.
- 5.4 The Principal will forward a copy of the damage report to the Secretary-Treasurer who will seek payment from the group involved.
- 5.5 The responsibility and liability for injury to persons or damage to property must be assumed by the user or group.
- 5.6 Should the school be left in an unsatisfactory condition following its use by any group, the matter shall be reported immediately by the Principal, in writing, to the Secretary-Treasurer, who will take appropriate steps to remedy the situation. These may include:
 - 5.6.1 Assessment of additional cleanup fees; and
 - 5.6.2 Denial of future use to the group.

Reference: Section 20, 60, 61, 113, 195 School Act
Joint Use Agreements

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