



The Board believes that the schools are an integral part of the Communities and encourages the widest possible usage of the Division's facilities by not-for-profit groups and organizations within the immediate community. However, the requirements of any school shall receive first priority when there are multiple requests for the use of any school building or grounds. Also, this policy is not intended to place school facilities in competition with existing community facilities.

Division budgets are set to provide for operating the educational system and maintaining the buildings and grounds for the benefit of school children. Additional costs incurred through public use of facilities shall therefore need to be recovered through the charging of appropriate user fees.

All outside user groups shall have to carry a minimum of \$2,000,000 in liability insurance.

In addition to the liability insurance, a trained authorized divisional approved representative must be on site at all times.

The authorization for use of school facilities shall be at the discretion of the principal, Senior Administration, or the Board. In addition, granting the use of school facilities shall not be considered as endorsement or approval of a group or organization, or of the purposes they represent.

Emergency Use of School Facilities

In the event of emergency situations affecting the welfare of the citizens of the School Division, the services and/or facilities of the Division will be made available to assist with the situation. Every effort shall be made to minimize any disruption to the school system. In the event that long term support is required, the full responsibility of the School Division to its students shall be maintained. Public requests for emergency support from the Division should be directed to one of the senior administrative staff.

General Procedures and Regulations

1. The form School Use Permit shall be completed and submitted to the Principal of the school at least three weeks in advance of the date for which the facility is required. Requests for events occurring during the Christmas, spring or summer breaks, must be forwarded to the Division Office for approval. A copy of all approved permits from the school must also be forwarded to the Division Office prior to the permit date.
2. The Division will endeavor to accommodate groups during school breaks. The School Principal and a representative for the Senior Administration shall decide whether the facilities can be made available during non-school periods for requested activities. Such activities must be deemed appropriate and possible to accommodate within the school's facilities, without added burdens being placed on the school and its ongoing operations.
3. All user groups must have or be able to attain \$2,000,000 Liability insurance and provide evidence of such coverage. If the User Group does not have the required insurance, it may be purchased through the school division's insurer. A small administration fee will be added to the purchase. Please refer to the fee schedule. (All prices are subject to change).
4. In the event that the permit holder has to cancel their booking, three day notice is required.



Conditions for Use of the Facilities

Users of school facilities will be granted use of the facilities on a priority basis

1. First Priority shall be given to any logical extension of the School Division education program. This includes all extra-curricular activities involving students and under the supervision of a trained Teacher(s) or a trained authorized representative of the School Division.
2. Second Priority shall be given to organized groups of a recreational, social, cultural, or educational nature involving students of the Division or resident pre-school age children (e.g. Youth Sports Teams, Brownies, Scouts, 4-H). A user fee will be levied, in addition a charge will be levied for additional custodial time if required. A trained authorized representative of the School Division must be on site at all times.
3. Third Priority shall be given to other organized groups of a recreational, social, educational or non-profit nature where the majority of the participants are Division residents (e.g. Adult Sports Teams, Social Groups, activities organized by a local Recreation Commission). A user fee will be levied and a charge will be levied for additional custodial time as required. A trained authorized representative of the School Division must be on site at all times.
4. Fourth Priority shall be given to private groups of a sectarian, partisan, commercial, political, social or limited membership nature not included above (Church Groups, Private Membership Organizations, and family gatherings). A user fee will be levied in addition to all costs for custodial time. A trained authorized representative of the school Division must be on site at all times.

Operational Guidelines for Users

- The applicant will protect, indemnify, and save harmless the School Division, its servants or agents, of and from all claims or damages that may arise out of the use of the aforementioned buildings by the applicant. The user shall be responsible for any loss or damage to the building or equipment resulting from use by him/her or any other persons covered by the permit.
- The Division reserves the right to cancel a permit at any time. Permits are not transferable.
- The members of any group, organization, or spectators while in the building must be under the immediate supervision and control of a trustworthy adult who will undertake personally to be responsible to the Caretaker, or other Division staff member, for the observance of the Requirements and rules of the school and the School Division. The name(s) of the supervising adult(s) must be entered upon the application for permit. A supervising adult is required for each room.
- The building is to be used only on the date or dates, and hours, and for the purpose specified on the permit.
- Requests for use of any school equipment must be made at the time of application. Permission to bring any equipment into the building or onto the school grounds must also be made at the time of application.
- Alcoholic beverages and smoking are not permitted in school facilities or on school grounds.



- No matches, candles, or any open flames may be used in the building
- Athletic shoes with non-marking soles must be worn in the gymnasium for any sports activities.
- The application of powder, wax, or any other preparation to floors for dancing purposes is prohibited.
- Permits are subject to all By-laws of the Province or the Municipal Regulations governing the use of public buildings, as well as to all fire regulations.
- The School Board or any person authorized by the School board, may inspect the premises at any time and may stop any activity which Contravenes Division policy, or any other use of, or activity being carried out on the premises which in the opinion of the School board or authorized personnel may cause damage to the school or its equipment. Any person found in violation of the above regulations may be evicted, and the permit holder's privileges may be cancelled.
- The School Board, and/or its employees, do not assume any responsibility for personal belongings permit holders brought into or left in a school or on school premises, whether by permission or otherwise.

User Fees

Priority group 1: There will be no user fees assessed or custodial costs for any pre booked school events. There may be a charge for recovery of custodial costs where a custodian is called in after regular working hours for non-booked events.

Priority groups 2, 3 and 4: A basic user fee will be assessed, as well as a charge for the recovery of custodial costs where a custodian is called in after regular working hours.

Outside user groups will be charged for any additional custodial costs whereby a custodian is required to be present and to participate in the school.

Other groups not listed above will be considered on a case by case basis. The Board reserves the right to accept or reject such applications for any reason and/or to charge appropriate fees or to waive any fees.

User fees are to be paid upon the issuance of the School Use Permit and forwarded to the Division Office. Custodial and/or damage fees will be determined and billed for after the event. Additional custodial time required for users will be paid to the Division Office.



Safety and Security for all occupants being the main priority.

Definition: For the purpose of defining who qualifies as a trained authorized divisional approved representative.

1. Has been trained in the opening and closing procedure for the school in which they will be supervising
2. Has had emergency first aid training and has been trained in the use of AED
3. Has read and has a working knowledge of the school's Fire Safety Plan
4. Has read and has a working knowledge of the schools Emergency Response Plan and Crisis Response Guide
5. Has read and has a working knowledge of the Lockdown Procedure
6. Has been trained in emergency evacuation procedures
7. Is familiar with the schools floor plan and knows how and where to access the emergency exits
8. Is able to take prompt correction actions in the event of a situation
9. Is familiar with the alarm panel and knows how and where to access the emergency contact list
10. Is familiar with the location of the fire panel and can access it if required
11. Is familiar with the Community Use of School Facilities procedure
12. Understands the principles of building security
13. Understands the importance of reporting any incidents or accidents promptly
14. Understands they are the first point of contact at the school
15. Will sign for any keys that are required and will return them as agreed upon. If keys are lost, it must be reported immediately to the school division.
16. Will be issued a personal security code that cannot be shared with anyone
17. Annual reorientation of procedures by all supervisors is required.