

FORT LA BOSSE S.D. # 41

TITLE - **COMMUNITY USE OF SCHOOL FACILITIES**

POLICY - **KF-R**

Approval Date - 09/02/98

Cross Reference -

Resolution # - 37/98

Implementation - 09/02/98

Legal Reference -

I. Conditions To Re Considered When Approving Requests

- i) The activity will not conflict with school programming or school-related extracurricular activities;
- ii) Activities are such that they are deemed to be appropriate and possible to accommodate within the school facility, without undue burden being placed upon the school and its ongoing operation;
- iii) The activity is such that it cannot be reasonably accommodated in a community hall or other public facility within the immediate area, as it is not the wish of the Division to compete with community centres;
- iv) Profit-oriented or commercial organizations may apply for the use of school facilities subject to the provision of evidence that other community facilities (halls, rinks, arenas, etc.) are not available.

II. Procedure For Obtaining School Facilities

- i) Requests for use of school facilities will be made with the School Administrator;
- ii) An *'Application For Use Of School Facilities'/'Rental Regulations'* will be completed and signed by a responsible representative of the user group and submitted to the School Administrator at least five (5) days prior to the event. A copy of the *"Rental Regulations"* will be given to the representative;
- iii) Non-school users may be reassigned to another date and/or location upon forty-eight (48) hours notice given by the School Administrator or other Division official;
- iv) Applicants are responsible for contacting the School Administrator or Division Office at least forty-eight (48) hours prior to the start of their event to confirm approval of their request;
- v) Where a fee is required, the School Administrator will assess these in accordance with the approved Schedule. Where deemed appropriate, a damage deposit may be levied;
- vi) A copy of *the "Application"* will be filed with the Division Office, complete with estimated or actual costs and any fee payments received by the school;
- vii) Default of payment of fees may result in the applicant being denied future use of school facilities and/ or equipment

III. User Groups and Minimum Fee Schedule

	USER GROUP	FEE LEVEL
A	School/School Division Sponsored Groups	1
B	Educational Extension Use (post-secondary; community education & training, etc.)	1, 3, 4, 6
C	Non-Profit, Child-Oriented Activity (Special Olympics, 4-H, Scouts, Sports Clubs, Private Individuals, etc.)	1, 3, 4, 6
D	Non-Profit, Adult-Oriented Activity (Prairie-West Recreation, Seniors, Sports Clubs, Private Individuals, etc.)	1, 3, 4, 6
E	Elections Manitoba, Elections Canada and Other Government Departments	2 or Standard Government Rate
F	Religious Groups and Political Parties	To Be Referred to the Board
G	Travel Groups, Campers, etc.	5
H	All Non-School Users	7, 8, 9, 10, 11
I	For-Profit and Commercial Users	To Be Referred to the Board

FEE LEVEL	FACILITY/EQUIPMENT	MINIMUM FEE
1	Classroom, Multi-Purpose Room, Gymnasium	No Fee
2	Classroom, Multi-Purpose Room, Gymnasium	\$15.00 per hour
3	Custodian Fee where there is no Designated Custodian nor Regular Shift Custodian	\$15.00 per hour
4	Custodian Fee where clean-up is required and done by Division Staff	\$15.00 per hour
5	Sports Grounds, Playgrounds	To Be Referred to the Board
6	Labs (Computer, Science, Home Economics, Industrial Arts, Power Mechanics)	1.00 per person per hour
7	Chair Rental	\$0.15 per chair
8	Table Rental	\$2.00 per table
9	Risers Rental	\$10.00 per riser
10	Stage Rental	\$20.00 per stage
11	Where Division Staff are requested to load and unload equipment	\$15.00 per hour

IV. Regulations Concerning the Use of School Facilities

- i) Any organization, group or individual applying for the use of facilities must assume full responsibility for supervision and must ensure that regulations are wholly complied with during the entire usage;
- ii) The organization or group, and signing applicant requesting the use of the facilities will assume the cost of repair or necessary replacement resulting from any damage incurred during the time of facility use;
- iii) All vandalism and/or damage to school property or equipment will be reported immediately to the School Administrator who will inform the Supervisor of Operations as soon as reasonably possible;
- iv) Due to the Division's maintenance programs, use of school facilities during the Summer, Christmas and Easter Breaks and on Statutory Holidays will only be granted if prior approval has been granted by both the School Administrator and the Supervisor of Operations for the Division;
- v) The School Administrator as required will levy a charge for extra custodial services, in accordance with the approved fee schedule;
- vi) When assessed, a charge for custodial services will commence 1/2 hour prior to the requested time and will end 1/2 hour after the requested time;
- vii) Requests for use of any school equipment or apparatus not listed in the approved fee schedule are subject to special approval of the School Administrator and a fee for such use may be levied; only equipment approved on the application will be used by the applicant;
- viii) Schools will be vacated no later than 11:00 p.m. unless prior arrangements -have been made with the School Administrator;
- ix) The doors to the school may be locked 1/2 hour after the use of school application takes effect. Only one door, as designated by the School Administrator, may be made available for after school hours activities.
- x) Smoking is not permitted in or on school division buildings and grounds; alcoholic beverages are prohibited in schools or on school grounds;
- xi) Food and non-alcoholic beverages are allowed only in designated areas as determined by the School Administrator;
- xii) Facility users will not tamper with nor adjust electrical, heating and mechanical equipment and controls;
- xiii) Vehicles on Division property are to be parked only in areas designated for that purpose; vehicle electrical outlets are not for public use;
- xiv) The School Administrator may set more specific and/or special rules and procedures regarding the use of facilities such rules and procedures will present, in writing, to the applicant at the time of application;
- xv) The Board of Trustees or the School Administrator will have the right to refuse any organization, group or individual from using Division facilities and/equipment; reasons for such refusal will be provided to the applicant in writing either on the application or by separate letter; applicants may appeal a denial for use of school facilities, in writing, to the Board of Trustees.

V. Custodian, Designated Custodian, Responsible Person

Definitions:

Custodian: A custodial employee of the school division.

Designated Custodian: A non-custodial employee of the school division or an approved "Responsible Person."

Responsible Person: A dependable adult member of the public, not employed by the school division, and approved by the School Administrator or other appropriate Division Official to act as a "Designated Custodian."

- i) At least one of the persons listed in Part V, i) will be present at all non-school functions in school division facilities at all times;
- ii) The Custodian and/or Designated Custodian will enforce the terms of the Rental Regulations;
- iii) The Custodian and/or Designated Custodian will not open the school facility to the applicant organization or group in the absence of the person in charge of the user group; children will be given access to a foyer or other protected area during inclement weather while awaiting the person in charge of the group;
- iv) The Custodian and/or Designated Custodian will be responsible for the security of the school during the agreement period for use of the facilities;
- v) Prior to leaving the facility, the Custodian and/or Designated Custodian will ensure that no person remains in the building and that all lights, except entrance lights are turned out.

VI. Reporting of Activity

Periodically or as directed by the Board of Trustees, summary statements of facility use will be prepared in the prescribed form by Division Office personnel

