

# FORT LA BOSSE SCHOOL DIVISION

TITLE - **COMMUNITY USE OF SCHOOL FACILITIES**

POLICY - **KF-R**

Approval Date - 25/03/13

Cross Reference -

Resolution # - 89/13

Implementation - 25/03/13

Legal Reference -

Last Reviewed - 12/11/13

## **Guidelines For Use**

All outside groups that want to use School Division property or equipment should be required to Complete an "Application for Use of School Facilities" form. This allows the Division to state the terms and conditions for use of school property, both as to what is expected from the User Group and also what the Division is providing, be it building space/facilities, equipment or other services.

## **Procedures**

1. School personnel should complete the "Outside User Policy; Application for Use of School Facilities" form. This form allows for a full description of the period of use and any other terms such as the nature of the use or any equipment to be provided. All costs including charge for rental of premises, use of equipment and caretaking can be itemized.
2. All User Groups should have \$2,000,000 Liability insurance. If the User Group does not have the required insurance, or is unsure, it can be provided at the time of application at the premiums for the various activities and duration of use of the school facilities, as indicated in the Outside User Liability Insurance Rates included on the form.

If the intended activity is not shown on the form, contact Linda Baker at Western Financial Group Insurance Solution (1-800-665-8990 ext. 7220) for direction.

3. An authorized representative of the User Group should sign the application form.
4. All applicable fees and charges **including premium for Liability Insurance** should be collected prior to allowing use of the school/facilities.
5. A photocopy of the completed application and the Introduction and Conditions page must be provided to the User Group. A copy of the application should be sent to the designated person at the Division Office. The original should be retained at the school the User Group will be using.
6. If Liability Insurance is being acquired on this form, a copy of the completed application must be faxed to Linda Baker at Western Financial Group Insurance Solutions at 204-957-0678. Western Financial Group Insurance Solutions will then invoice the Division for the premium(s).

**In order to properly protect school property and assets all users as defined on the form should have Liability Insurance Coverage, whether their own, or acquired through this application.**