

FACILITY RENTALS / USE

Background

The primary purpose of division schools is the education of school age children. Community use results in additional operation and maintenance costs. The division does not wish to run in opposition to community facilities designed for recreation or social activities. These costs are relatively the same regardless of where the school is located within the division. Community user groups are expected to contribute to some of the additional operation and maintenance costs.

Procedures

1. Reservations, Use and Fees

- 1.1 School/Division sponsored activities will take priority over community use in all cases. The following are other priorities:
 - 1.1.1 Instructional activities
 - 1.1.2 School related non-instructional activities
 - 1.1.3 Non-profit community groups
 - 1.1.4 Commercial and/or private groups
- 1.2 The Principal or designate is responsible for approving and scheduling school use, and administering this administrative procedure.
- 1.3 School facilities may be available for use during the regular school term. Requests for use outside the regular school term will be at the Principal or designate discretion, in consultation with the caretakers and the Director of Facilities.
- 1.4 There will be no alcohol or tobacco products sold, consumed or otherwise used in the school facilities and on the school grounds.
- 1.5 Private uses, such as birthdays, weddings or commercial functions, are supported in cases where no suitable community or commercial facility exists.
- 1.6 The Division reserves the right to revoke any agreement and preclude the use of the facilities and/or equipment at any time.
- 1.7 This procedure applies to rental requests of less than one year. Rental requests of one year or longer are to be directed to the Assistant Superintendent - Business.
- 1.8 Approval shall be completed in writing prior to use commencing (Form 545-1). Said approval must be presented upon request by any School Administrator(s), caretaker or designate.
- 1.9 Bookings must be at least one week in advance and are to be on a first come, first served basis. The Principal is responsible for fee collection in their school.
- 1.10 Payment shall be made at the time of application, before the facility is rented. If payment is made by cheque, advance payment will not be considered to have been made until the bank has honoured the cheque. When any extraordinary fees are charged, a copy

of Form 545-1 and/or Form 545-2 will be submitted, along with the fee, before the first Friday of each month.

- 1.11 All activities must be finished and users/participants out of the school by 10:00 p.m., unless prior arrangements are made with the Principal or designate.
- 1.12 The user/user group will be responsible for any costs incurred should the security system be set off by a false alarm. If triggered, a security call-out fee will be levied.
- 1.13 Notwithstanding any supplemental fees that may or may not be charged, where extra janitorial services are required, the user/user group shall be responsible to make payment for janitorial services through the school office.
- 1.14 Individuals from the user group shall be confined to the areas booked.
- 1.15 All outside footwear must be removed at the entrance door.
- 1.16 When users are responsible for opening and/or closing facilities, the responsible adult will ensure all doors are locked, the alarm system is reactivated and lights are turned off upon departure.
- 1.17 Where a user/user group fails to meet the criteria expectations for supervision, cleanup, etc., the Principal shall discuss the matter with the user/user group, and may issue a written warning.
- 1.18 In extreme cases, the Principal may ban, without prior notice, a user/user group from using the facilities.

2. Fee Disbursement

- 2.1 Community use is based on the provision that any and all associated cost or expense must be offset by the user/user group.
- 2.2 Proceeds collected for equipment/materials use will be credited to the individual school budgets toward replacement, repair and maintenance of the equipment and materials.
- 2.3 Caretaking and/or Facilities fees will be applied to the Facilities budget to cover these additional costs.
- 2.4 All facility rental fees collected from the user/user groups shall be allocated as follows:
 - 2.4.1 70% to the revenue account of the applicable school's budget.
 - 2.4.2 30% to Facilities department to defray costs due to operation and maintenance, utilities, etc.
 - 2.4.3 100% of additional caretaking revenues to the Facilities department to defray additional caretaking and security costs.
 - 2.4.4 All damages/loss revenues collected from the user/user groups will be allocated to the school/department which incurs the additional expense.
- 2.5 In addition to the hourly rate, GST must also be collected.

	<i>Adult (for profit)</i>	<i>Adult (non-profit)</i>	<i>Youth (for profit)</i>	<i>Youth (non-profit)</i>
<i>Gym</i>	\$50/hr +gst	\$35/hr +gst	\$50/hr +gst	\$10/hr +gst
<i>Classroom</i>	\$20/hr +gst	\$10/hr +gst	\$20/hr +gst	No charge
<i>Computer room/ Video conferencing suite</i>	\$30/hr +gst	\$20/hr +gst	\$30/hr +gst	\$10/hr +gst

3. Equipment

- 3.1 Personal equipment shall not be brought into the facility by any participants.
- 3.2 Use of any school equipment is permitted only with the prior approval of the Principal or designate, who will determine if a fee is to be charged.
- 3.3 School equipment used is to be taken down and returned to the proper storage location.
- 3.4 In the event that school equipment is lost or damaged, the user/user group will be responsible for all costs resulting in repair or replacement.

4. Liability and Insurance

- 4.1 The user/user group shall indemnify the Division, its employees and caretakers against all losses, claims, suits, expenses, damages, and demands arising from injury, death, or damage to any person or property during the users' occupation or use of Division facilities and/or equipment.
- 4.2 The Principal or designate shall evaluate the activities of the user/user groups allowed in the facility, paying special attention to any potential high risks. Proof of a minimum of \$2,000,000 liability insurance must be provided by outside user groups involved in high-risk activities. Some of the following activities are considered high risk, and therefore excluded on the Division liability policy: gymnastics, roller blading, weight training, climbing walls without the proper safety harnesses, mechanical bulls, etc. Other activities that are of a high-risk nature are to be reviewed before being considered. A copy of the proof of insurance must be submitted to the Assistant Superintendent - Business for approval prior to the said activity taking place.
- 4.3 All rules of any governing body for any sport will be observed and all safety precautions and protective equipment recommended by any governing body for any sport will be adhered to.

5. School Security

- 5.1 Security fobs will only be given to long-term user groups.
- 5.2 No occasional users shall be given a security fob.
- 5.3 A written security agreement with the user group's representative will be required prior to release of security fob (Form 545-3).
- 5.4 If the Principal/designate is unable to provide a caretaker or staff member to open/close the facility for an occasional user, rental/use will not be permitted.

Reference: Section 20, 60, 61, 113, School Act

Forms: Facility Rental Application (545-1)
Caretaker Extra Duties (545-2)
Fob Use Agreement (545-3)

Amended: April 2018