

FACILITY RENTALS

Background

The Board does not wish to run in opposition to community facilities designed for recreation or social activities. The primary purpose of division schools is the education of school age children. Community use results in additional operation and maintenance costs. 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

- 1.1 School and Board 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.
- 1.5 The use of the school facility for private uses such as birthdays, weddings or commercial functions is supported in cases where no suitable community or commercial facility exists.
- 1.6 The Board or its designate reserves the right to revoke this 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.

2. Use of Facility and Applicable Charges

- 2.1 Approval for school use shall be completed in writing prior to use commencing (Form 545-1). Said approval must be presented upon request by any school administrator, caretaker or designate.
- 2.2 All facility use must be booked at least one week in advance. Bookings are to be on a first come, first served basis. Principals are to be responsible for setting up the booking and fee collection in their school.

- 2.3 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 honored the cheque. When any extra-ordinary 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.
- 2.4 All activities must be finished and participants out of the building by 10:00 p.m., unless prior arrangements are made with the Principal or designate.
- 2.5 The user group will be responsible for any costs incurred should the security system be set off by a false alarm. If the alarm system is triggered, a security call-out fee will be levied.
- 2.6 Notwithstanding any supplemental fees that may or may not be charged, where extra janitorial services are required, the group shall be responsible to make payment for janitorial services through the school office.
- 2.7 Individuals from the user group shall be confined to the areas booked.
- 2.8 All outside footwear must be removed at the entrance door.
- 2.9 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.
- 2.10 Where a group fails to meet the criteria expectations for supervision, cleanup, etc., the Principal shall discuss the matter with the group, and may issue a written warning.
- 2.11 In extreme cases, the Principal may ban a group from using the facilities without prior notice.

3. Fee Disbursement

- 3.1 Community use of any school facility is based on the provision that any and all associated cost or expense must be offset by the user group.
- 3.2 Proceeds collected for equipment use will be credited to the individual school budgets toward replacement, repair and maintenance of the equipment and materials.
- 3.3 Caretaking and/or Facilities fees will be applied to the Facilities budget to cover additional costs.
- 3.4 All facility rental fees collected from user groups shall be allocated as follows:
 - 3.4.1 70% to the revenue account of the applicable school's budget.
 - 3.4.2 30% to Facilities department to defray costs due to operation and maintenance, utilities, etc. related to community use.
 - 3.4.3 100% of additional caretaking revenues to the Facilities department to defray additional caretaking and security costs.
 - 3.4.4 All damages/loss revenues collected from user groups will be allocated to the site/department which incurs the additional expense.
- 3.5 In addition to the hourly rate, GST must also be collected.

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

4. Equipment

- 4.1 Participants personal equipment shall not be brought into the facility.
- 4.2 Use of any school equipment is permitted only with the prior approval of the Principal or designate. School Administration will determine if a fee is to be charged for use of equipment.
- 4.3 Equipment used is to be taken down and returned to the proper storage location.
- 4.4 In the event that school equipment is lost or damaged, the user group will be responsible for all costs resulting in repair or replacement.

5. Liability and Insurance

- 5.1 The user organization and/or individual users 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.
- 5.2 The Principal or designate shall evaluate the activities of the 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 Superintendent's office prior to said activity taking place.
- 5.3 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.

6. School Security

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

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

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

Amended: December 2015