

## **USE OF SCHOOL FACILITIES**

### **Background**

The School District accepts the premise that all school facilities are public facilities and are to be available to the public on a rental basis as outlined by this Administrative Procedure, provided that school programs and activities are given priority.

The responsibility for administering and maintaining this Administrative Procedure is vested in the Secretary-Treasurer who shall amend this Administrative Procedure as necessary and provide prior notice of such changes to the Board as they occur and have this Administrative Procedure reviewed annually by the Audit and Finance Committee.

### **Procedures**

#### **1. Application for Use**

##### **1.1. Reservations**

Applications for rental reservations must be directed to the Facilities/Resources Clerk at the Maintenance Department. No rental will be permitted that will interfere with school instructional time, and use will be in accordance with the following priorities:

- 1.1.1. School programs;
- 1.1.2. North Island College continuing education programs;
- 1.1.3. Licensed Child Care Centres;
- 1.1.4. Youth groups such as Scouts, Guides, Cubs, Brownies, Cadets, 4-H Clubs, Boys and Girls Clubs;
- 1.1.5. Taxation-supported recreation association programs and activities;
- 1.1.6. Community and recreational activities;
- 1.1.7. Commercial and private functions.

##### **1.2. Application for Use of School Facilities Form**

- 1.2.1. Applications for rental reservations must be submitted on the Application for Use of School Facilities form, available from the Facilities/Resources Clerk at the Maintenance Department and on the School District website.
- 1.2.2. Conditions stipulated on the Application for Use of School Facilities form governing rental of school facilities form part of this Administrative Procedure.
- 1.2.3. The Application for Use of School Facilities form shall include the name of the Supervisor of the event, who need not necessarily be the applicant.

## 2. Bookings

- 2.1. Bookings for school programs for evenings, weekends, or other non-school days must be submitted to the Facilities/Resources Clerk at least two calendar days in advance of the activity.
- 2.2. Other bookings must be arranged through the Secretary-Treasurer or designate (rather than through the individual school) 15 calendar days in advance of the proposed booking. The Facilities/Resources Clerk will clear all such bookings through the Principal.
- 2.3. Commercial and private use functions will be required to have a custodian in attendance for the duration of the function. The custodian will generally assist the renter, keep the facility as tidy as possible, and ensure the security of the building.

## 3. Responsibilities

All groups or organizations booking school facilities shall:

- 3.1. assume full responsibility for adult supervision of the activity involved during the period of booking;
- 3.2. ensure compliance with all procedures;
- 3.3. supervise entrances and adjacent areas to ensure that unauthorized persons do not enter the building;
- 3.4. ensure that participants remain within the confines of the area assigned to the group, stay within the time schedule allocated, and vacate the premises promptly;
- 3.5. have rental permit on hand.
- 3.6. in emergency conditions such as fire/earthquake, users take full responsibility for the safety of their group.
- 3.7. have on hand a properly stocked first aid kit.

## 4. Condition of Premises

- 4.1. All premises are rented "as is". Renters are restricted to the use of the facilities as stated on the approved application form. Tables and chairs will be provided only to the extent that such items are specified on the approved application form.
- 4.2. There is no guarantee expressed or implied on the part of the board as to safety, suitability, or condition of the premises rented. The renter must accept the said premises at their own risk.

## 5. Cancellations

- 5.1. Other than refunding rentals, the School District assumes no responsibility whatsoever if last-minute cancellations are caused by power failure, furnace failure, inclement weather, regulations of the Fire Marshal, or other causes beyond the control of the School District.
- 5.2. Failure to comply with rental procedures could result in immediate cancellation of the rental. Rentals may be revoked or cancelled at any time. In the event of such revocation or cancellation there can be no claim or right to damages or reimbursement on account of any loss, damage, or expense whatsoever.

- 5.3. Rental bookings may be pre-empted by school programs, provided five (5) working days' notice is given.
- 5.4. User groups shall provide five (5) working days' notice of cancellation of the event booked or shall forfeit the rental charge.

## 6. Financial Responsibility

- 6.1. All users (excluding School Programs Group A) will pay a non-refundable deposit of \$20.00 (plus GST) for each booking or \$40 for multiple bookings for a school year. All rentals except Group E shall pay in advance.
- 6.2. The renter may be held responsible for any damage resulting from use of the facility. The School District reserves the right to require the renter to provide adequate insurance in a form satisfactory to the School District.

## 7. Authorities

- 7.1. Any person on School District property as a result of a rental thereof shall obey the instructions of the Principal, custodian, or any other School District employee in authority, and in the event of being requested by such representative to leave the premises, shall do so immediately.

## 8. Supervision

- 8.1. The renter must provide adequate supervision to prevent unauthorized persons from entering rooms or hallways not authorized on the rental permit.
- 8.2. Where accommodation is rented for a function with juveniles in attendance, the renter must provide adequate supervision at all times.

## 9. Protection of Floors

- 9.1. The use of street shoes or other footwear which would damage the floors of auditoriums, gymnasiums, or other areas specified in the lease is strictly forbidden. Application of powdered waxes or other substances to gymnasium floors is strictly forbidden.

## 10. Special Facilities

- 10.1. Special facilities will only be rented to recognized educational and recreational organizations employing suitably trained personnel (such as North Island College). Special facilities include industrial education shops, home economics labs, science labs, commerce rooms and computer labs.

## 11. Restricted Sports

- 11.1. The use of school gymnasiums will be restricted or modified where normal outdoor activities are conducted indoors.
- 11.2. The following sporting activities will not be permitted in school gyms:
  - 11.2.1. Football
  - 11.2.2. Field Hockey
  - 11.2.3. Roller Blades

11.2.4. Lacrosse

11.2.5. Golf

11.2.6. Handball

11.3. The following sporting activities will be permitted in school gyms with the equipment requirements as noted:

11.3.1. Soccer - must use only Nerf-type balls or approved indoor soccer balls.

11.3.2. Floor Hockey - must use only approved Cosum sticks and Cosum balls or pucks. Body checking into sidewalls not permitted.

11.3.3. Softball - throwing/catching practice only, using the IncrediBall or equivalent. Batting practice not permitted.

## 12. Use of Equipment

12.1. Physical education equipment such as volleyball and badminton stands, nets, and hockey goals, where available, may be used by groups renting school gyms by arrangement with the Principal. Supplies such as balls and racquets must be provided by the user group.

12.2. Games involving the use of equipment or supplies in such a manner as to harm the building will not be permitted.

## 13. Parking

13.1. Parking is permitted only in designated areas. Vehicles parked in fire lanes or similar areas may be immediately towed away, with all costs borne by the vehicle owner. Supervision of parking is the responsibility of the renter.

## 14. Smoking/Vaping/Cannabis

14.1. Smoking is prohibited by School District administrative procedures.

## 15. Summer Use of Facilities

15.1. The summer maintenance program will take precedence over use of facilities during the months of July and August.

## 16. Hours of Access

16.1. Access to school facilities will not normally be granted before 5:00 p.m. on any regular school day. For community youth activities for which there is no charge, arrangements for earlier entry may be made through the Principal.

16.2. Rented facilities must be vacated by 9:30 p.m. Time extensions will be approved by the Secretary-Treasurer only under exceptional circumstances.

## 17. Janitorial Supplies and Equipment

17.1. Renters will not use or have access to janitorial supplies and equipment.

## 18. School Functions

18.1. Applications need not be filed for school functions immediately prior to or following the normal school day unless such activity will extend beyond 5:00 p.m. in which case the facilities booking clerk must be notified.

18.2. Rental applications must be filed for all school functions held during the evening, on weekends, or on other non-school days.

18.3. School functions will not pre-empt regularly scheduled outside bookings unless five (5) working days' notice is provided.

18.4. The Principal concerned will be responsible through the school budget for additional janitorial costs arising out of extra-curricular use or damage caused.

## 19. Intruder Systems

19.1. The renter will be billed for any costs associated with misuse of the intruder alarm systems.

## 20. Assistance to Custodial Staff

20.1. Renters may, if they so desire, assist custodial staff following a rental in moving tables, chairs, equipment, and garbage in order to reduce costs, but in no case may a renter do actual cleaning, which must be done only by School District custodial staff. Rates charged for custodial staff will be as per the Collective Agreement with Local 439 CUPE.

## 21. Fixtures and Private Property

21.1. Stage decorations or any other private property may not be left or stored in a school without permission of the Principal. The School District will not be responsible for any such goods or properties.

## 22. Telephone

22.1. Telephone service will not be made available to parties renting facilities, except where a pay telephone is already provided or in the event of an emergency.

## 23. Right of Refusal

23.1. The School District reserves the right to refuse rental to any organization or individual.

## 24. Viewing

24.1. Viewing of facilities must be after school hours only with prior arrangements made through the Principal.

## 25. Use of School Grounds

- 25.1. When grounds are reserved by an organization, such organization must sign a contract indicating that it will be responsible for any damage to School District property during its occupation of the grounds
- 25.2. The School District reserves the right to cancel the use of grounds on short notice. Such cancellation may be due to inclement weather which may cause damage to the grounds.
  - 25.2.1. In this regard it is the responsibility of the renter, when adverse weather conditions exist, to check with the appropriate School District official to determine whether the grounds are available.
- 25.3. All conditions with respect to use of buildings will apply to use of grounds, and, in addition, the following:
  - 25.3.1. The organization may use grounds, as specified, only on those hours noted on the approved application.
  - 25.3.2. Water-saturated or frozen grounds must not be used for any purpose.
  - 25.3.3. The School District reserves the right to require temporary changes in time, if necessary, for satisfactory upkeep of the grounds or for school activities.
  - 25.3.4. Users of grounds are not permitted inside the school buildings for any purposes, unless previously arranged.
  - 25.3.5. If the grounds are not required, the renter is to notify the rental clerk immediately.
  - 25.3.6. Parking is permitted only in designated areas.
- 25.4. Booking of school fields will be governed by the agreements signed with local governments, who control booking for community use

Reference: Sections 22, 23, 65, 85 School Act  
Liquor Control and Licensing Act  
Disposal of Land or Improvements Order M193/08  
School Opening and Closure Order M194/08

Adopted: September 24, 2002  
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