

## **COMMUNITY USE OF SCHOOL FACILITIES**

### **Background**

The Division approves and supports community use of school facilities provided that such use does not interfere with curricular and/or extra-curricular school programs.

### **Definitions**

Non-school use of school facilities shall be defined as Category I, II, III or IV pursuant to the following definitions:

Category I – includes commercial activities undertaken for profit.

Category II – weddings and/or community events such as fund raising activities, (must be community groups such as Service Clubs and churches these groups will usually be incorporated under the Societies Act of Alberta)

Category III – includes the use of school facilities for community or group recreational, church groups (services), cultural, informational or educational activities, use by government agencies or educational institutions other than the Division.

Category IV – all other community use groups (non-profit) comprised entirely of students (e.g. Warriors Basketball, Brownies, Cubs, Scouts, Guides, Air Cadets, etc.).

### **Procedures**

#### **1. Activities**

- 1.1 School related activities shall receive preference in the use of school facilities outside the regular program.
- 1.2 Category I and II activities are to be permitted only in the schools if no commercial facility in the community can adequately accommodate the activity.
- 1.3 Excepting where there is a Joint Use Agreement to the contrary, fees shall be charged as per Administrative Procedure 505 – Appendix.
  - 1.3.1 School/Facility Administrators may waive fees for any event, the costs associated with these events will be charged back to the school/facility budget.
  - 1.3.2 Fees may be waived by the Secretary Treasurer for community compassionate circumstances (funerals, family loss fundraising events).
- 1.4 An electronic rental form must be completed for every after hour use of a Peace River School Division Facility.
- 1.5 In the event of facility damage by any group or groups, the group or groups shall be denied further use of facilities until full restitution is made.

- 1.6 Smoking and the consumption of food and alcoholic and non-alcoholic beverages will be allowed only in areas designated by the Division and school procedures (see Administrative Procedure 162 – Smoke Free Facilities).
  - 1.6.1 A copy of the event’s liquor license and Society of Composers, Authors and Music Publishers of Canada (SOCAN) permit will be provided to Division Office prior to the date of the event.
- 1.7 These procedures may be supplemented by local agreements approved by the Board.
- 1.8 Use as per capacity rating of facility as determined by the fire marshal.

## 2. Scheduling

- 2.1 All non-school activities in the schools shall be scheduled in accordance with applicable Joint Use Agreements.
- 2.2 The School/Facility Administrator shall advise the custodial staff of any upcoming function as soon as possible. In addition, cancellation of a function shall be communicated to the Principal and in turn to the custodial staff as soon as possible. Except in emergent situations, school activities shall not supersede a scheduled community use event.
- 2.3 When scheduling use the School/Facility Administrator shall ensure that custodial staff scheduling permits adequate clean-up time for the facility, but in any event, community use of the facility is not to commence prior to 4:00 p.m. on school operational days. Requests for bookings at other times shall be referred to the School/Facility Administrator on an individual basis.
- 2.4 The School/Facility Administrator shall make the schedule of school use available to all interested parties.
- 2.5 In communities where there is more than one (1) school, activities shall be scheduled for the school best suited to the activity and shall be confined to schools with available custodial services.
- 2.6 Activities planned for times not regularly scheduled for custodial services may be accommodated provided the sponsors of the activity, regardless, agree to pay any extra custodial wages.

## 3. Supervision

- 3.1 All activities shall be adequately supervised by the sponsors of the activity.
- 3.2 Sponsors of the activity shall submit to the Principal, or in their absence, to the custodian, the names of the supervising personnel.
- 3.3 A written inspection report shall be made after each use of facility.

## 4. Custodial and Maintenance Responsibilities

- 4.1 The School/Facility Administrator shall arrange for such caretaking responsibilities as may arise as a result of scheduled non-school activities.
- 4.2 Any maintenance required as a result of non-school use of facilities shall be carried out by Division maintenance personnel or qualified service personnel.

- 4.3 The facility shall be sectionalized so as to result in a minimal requirement of custodial and maintenance work. The activity shall be confined to the areas specified on the electronic rental form
  - 4.4 Abuse of privileges by groups shall be reported to the School/Facility Administrator by the custodian or staff.
  - 4.5 If privileges are abused, the custodian or designate, in the absence of the School/Facility Administrator, shall have the authority to terminate the activity if reasonable efforts to control the abuse are not successful.
5. Instructional Personnel
- 5.1 A competent instructor shall be engaged for all instructional activities conducted within a school facility. The onus is on the user group to ensure that the instructor is competent in the relevant subject areas.
  - 5.2 All personnel in charge of an activity and their clients shall show due regard for and take acceptable care of the school and school property.
6. Use of Division Owned Equipment and Supplies
- 6.1 The use of furniture and equipment shall be at the discretion of the School/Facility Administrator or under the terms of the local Joint Use Agreement.
  - 6.2 Furniture and equipment may be used in or outside the school facility at the discretion of the School/Facility Administrator. Such use shall be subject to a fee charge as per Administrative Procedure 505 Appendix. The School/Facility Administrator shall keep a log of furniture and equipment being used outside of the school facility.
  - 6.3 Expendable items shall not be supplied by the School/Facility Administrator unless compensated for same.
  - 6.4 Following use an inspection of the equipment will be made by the School/Facility Administrator or designate.
  - 6.5 If there is damage to any facility or equipment, an assessment shall be carried out by the School/Facility Administrator and/or Facility Services whereupon the cost of repair of the facility and/or the repair or replacement of the equipment shall be the responsibility of the group concerned.
  - 6.6 Regard for and care of equipment in equipment intensive areas by non-school user groups shall be subject to the requirements of specific school procedures.
  - 6.7 All fees generated by this Administrative Procedure will accrue to the Division revenue fund.

Adopted/Revised: JUN 2016/SEP 2019/NOV 2019

Reference: Section 33, 51, 52, 53, 68, 187, 197, 222 Education Act  
Societies Act