
COMMUNITY USE OF SCHOOL FACILITIES

Background

The Division believes that school facilities are a community resource that are to be made available to members of the community to increase the opportunities for leisure pursuits. The Division, therefore, approves and supports community use of school facilities for educational and recreational activities.

Definitions

Community Use Group: Will include service clubs, government agencies and non-commercial groups local to the community that provide an educational or recreational service where no admission or drop in fee is charged.

Not For Profit Group: Will mean a group of people formed as a separate organization and which has as a stated purpose some charitable or benevolent purpose either in regards to the public at large or in regards to the common interests of the members and does not take in more funds than expended for that activity. (Example: a sports group who may or may not pay coaching staff for developing the skills of the members).

For Profit Group: Will refer to activities that are intended to generate a profit, that is, it takes in more funds than expended for that activity

Procedures

1. School facilities will be accessible to all community groups at no cost. The Facilities Department, in consultation with the principal, will be responsible for the interpretation and application of the procedures.
 - 1.1 School facilities may not be available for community use during the fall, Christmas spring, summer breaks, Sundays and Statutory Holidays.
 - 1.2 Community Groups will not conduct activities for which an admission is charged or a drop in fee is collected.
2. Private functions, commercial activities and political rallies, other than Division, Board or community sponsored forums held prior to elections for school board, municipal, provincial and federal government, will not occur in school facilities or on school grounds except in communities where community or commercial facilities do not exist. The Division will not subsidize these activities.
 - 2.1 In communities where private functions, commercial activities or political rallies, other than those noted above, are permitted in school facilities, a fee will be charged in accordance with the fee schedule established by the Facilities Department.
3. School facilities will be available for use in a school board, municipal, provincial or federal election in emergency circumstances only.

- 3.1 In the event that a facility scheduled to be used as a polling station becomes unusable as a polling station on Election Day an emergency will be deemed to have occurred and a school facility will be made available upon the request of the Returning Officer.
4. Regular church or religious services, including funerals, where a school is used in place of a church, are not permitted in school facilities.
5. Joint Use Agreements
 - 5.1 Scheduling of community use of school facilities will be carried out in accordance with the applicable Joint Use Agreement.
 - 5.2 In communities where a Joint Use Agreement exists and the Municipal Office carries out the bookings, the Municipality may charge an administration fee.
 - 5.3 This fee can be charged only where an identical fee is charged for the booking of Municipal facilities and no drop in fee is to be collected from users.
6. In communities where no Joint Use Agreement exists, the principal will carry out the scheduling of community activities.
 - 6.1 School activities will have priority when scheduling community use of school facilities activities, subject to clause 6.2.
 - 6.2 Under normal circumstances, a scheduled community use of school facilities activity will not be cancelled to allow a school-related activity unless forty-eight (48) hours' notice has been given to the appropriate contact person. The requirement for forty-eight (48) hours' notice will be waived in emergent situations.
 - 6.3 Cancellation of a community use of school facilities activity will be communicated to the principal forty-eight (48) hours before the time the activity was scheduled, wherever possible.
 - 6.4 All community use of school facilities activities will be conducted in those areas specified by the principal.
7. Community use of school facilities will be supervised by the sponsors of the activities in a manner acceptable to the principal of the school.
 - 7.1 Directors of Recreation and/or the sponsors of the community use activity scheduled into a school facility will submit the name(s) of supervising personnel to the principal.
 - 7.2 All community use of school facilities activities will be concluded by 9:30 p.m. unless the Facilities Department has approved prior arrangements.
8. Where community use of school facilities involves instructional activities, the sponsors of such activities will engage a competent and qualified instructor.
9. Where community use of school facilities involves the use of high cost facilities or equipment, charges will be levied.
 - 9.1 The sponsors of the community use of school facilities activity will supply all expendable items such as paper, pens, pencils, balls, racquets, bats, etc.
 - 9.2 Charges for the use of high cost facilities or equipment will be at least equal to charges made by a commercial supplier for a similar service.

10. A principal may authorize the use of furniture such as tables and chairs outside of the school facility.
11. In accordance with their contract, contract caretakers will be assigned caretaking responsibilities that result from scheduled community use of school activities.
 - 11.1 The contract caretaker will be given at least forty-eight (48) hours' notice of any community use activity in the school.
 - 11.2 The contract caretaker or their employee will be on the school premises during all community use of school activities, in accordance with the terms and conditions set out in their contract.
 - 11.3 If community use of school activities are scheduled during times when caretakers are not normally at the school, the Division will cover the costs of the additional caretaking service for those groups identified in section 1.
12. The serving or consumption alcoholic beverages will not be permitted on school premises or school grounds.
13. When damage to school facilities, furniture and or equipment occurs as a result of community use of school activities, the cost of repair or replacement will be the responsibility of the sponsors of the activity.
 - 13.1 The principal will be responsible for the collection of the cost of repair or replacement due to damage as a result of community use of school facilities for items covered by any budget under the control and responsibility of the school.
 - 13.2 The Facilities Department will be responsible for the collection of the cost of repair or replacement due to damage as a result of community use of school facilities for items covered by the maintenance and operations budget.
14. School facilities will be accessible during July and August for the purpose of operating summer courses or summer camp activities that are acceptable to the Division. The use of schools for such camps and activities will be at no cost to the Division and will be subject to the approval of Facilities Department.
 - 14.1 A fee will be charged for summer use of school facilities, in accordance with a fee schedule established by the Facilities Department, prior to the use of the school facility. The fee charged will cover all costs to the Division and will include the cost of providing additional custodial services.
 - 14.2 Proof of adequate liability insurance will be provided with the application for summer use of school facilities.
 - 14.3 The sponsors of the summer use of schools activities will employ qualified personnel and the personnel will be identified in the application for the summer use of school facilities.
 - 14.4 A plan for the provision of adequate security personnel and procedures will be provided with the application for the summer use of school facilities.
 - 14.5 All summer use of school facilities will be conducted only in those areas specified by the principal and identified in the summer use agreement.
 - 14.6 The sponsors of summer use of schools activities will supply all expendable items. Charges for the use of high cost facilities or equipment approved by the principal will

be at least equal to charges made by a commercial supplier for a similar service.

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

Approved: November 2005

Amended: May 18, 2011; March 21, 2018; July 1, 2018; May 12, 2020