

PUBLIC USE OF SCHOOL FACILITIES

Background

The Division believes that a school facility is primarily for the use of students enrolled in the school. At the same time the Division also wishes to allow the community to have use of the school, but this use must be regulated.

The Division may provide school facilities for public use.

Procedures

1. The use of school facilities by the community shall in no way conflict with the normal operation of the schools.
2. The responsibility of the custodial staff to clean the schools must be considered in scheduling community use of the school.
3. Some areas of the schools and some equipment may not be available for public use.
4. Groups or individuals wishing to use school facilities must follow Division procedures regarding application, approvals, supervision, security, custodial needs and payment of fees. Third party liability insurance must be obtained by the group or individual.
5. The order of priority of booking shall be:
 - 5.1 School activities;
 - 5.2 Parish functions;
 - 5.3 Other activities.
6. The booking of school facilities shall be done through the principal of the school. The principal may refuse any rental contract.
7. Bookings must normally be made a minimum of 48 hours in advance.
8. In cases where an event must be cancelled, adequate notice of cancellation shall be given to the school.
9. Any equipment used under this procedure must be operated by an employee or a person approved by the principal.
10. In all instances of public use of school facilities, a Division employee shall be present and responsible for the security and/or contractor cleanup of the building.
11. Bookings for the use of the school facility or equipment during the summer months require Central Office approval.

12. All users must complete the Application for the Use of School Facilities.
13. Rental fees are to be approved by the Board and payment made in advance through the school office.
14. Schools must keep records of public use of school facilities for auditing purposes. The records must be made available upon request by the Superintendent or designate.
15. Principals may waive rental fees at their discretion; however schools must cover expenses as per the prescribed fee schedule through school generated funds.
16. For specific rental terms and conditions see the appropriate rental agreement and fee schedule (Form 547-1).

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