



COMMUNITY USE OF SCHOOL FACILITIES

The Board of Education believes that maximum use of school facilities should occur both in serving the needs of students and other members of the community.

In providing for the community use of schools the Board allows School Community Councils to levy a rental charge to approved groups. The rental charge is intended to cover operational expenses and additional maintenance costs. Rentals, for the most part, are limited to service clubs, religious organizations, and other groups seeking to promote the educational, cultural, and recreational aspect of community life.

The Board does not ordinarily sanction renting space to any individual or firm for commercial or monetary gain. Where a School Community Council wishes to enter into this type of rental arrangement, it must first have the permission of the Superintendent of Business Administration. Long-term rental arrangements with Community Colleges, Health Regions, Regional Libraries, Government Agencies and other such stakeholder groups will be negotiated directly with the Superintendent of Business Administration and will be payable directly to the North East School Division.

Provisions are made to use the schools when requested for conducting local, provincial, or federal elections.

PROCEDURES

1. *Activities—School Use*

- a. Classroom or Gymnasium – No Charge
 - School sponsored activities of students and staff
 - School Community Council meetings and activities
 - Parent Association meetings and functions
- b. Classroom or Gymnasium – Caretaking Fee May Be Charged
 - Approved groups sponsored by local community and recreation organizations.
 - Benevolent organizations.
 - Service clubs and other community groups sponsoring events at which no charge is made.
 - Other meetings authorized by the principal and the School Community Council.
- c. Classroom and Gymnasium – Rental and Caretaking Fee
 - Refers to organizations, groups, and clubs that are service-oriented in nature, but whose function is to raise funds for the respective non-profit organization.
 - Elections.

2. *Rental Rates and Charges*

- a. School Community Councils approve rental rates on an annual basis. Rates are established for use of classrooms and gymnasias.
- b. Charges for caretaking services are annually reviewed, and approved by the School Community Council in consultation with the Principal and the Manager of Facilities.

3. *Application for Rental*

- a. Applications for rental or use of school facilities are to be made to the principal.
- b. The principal, in consultation with the school staff, may allocate space for various activities.



AP 903- Community Use of School Facilities ~ Administrative Procedures Manual

- c. The principal has the authority to approve applications, but must submit to the Manager of Facilities any application which departs from the procedures as outlined. The Manager of Facilities in consultation with the Superintendent of Business Administration will approve or reject such applications.
- d. Payments of fees and charges are to be made to the school office when approval of the event is given.

4. *Restrictions*

- a. School premises, must be left in a tidy condition by the party renting the school.
- b. Groups renting or using school facilities are held responsible for any damage or breakage beyond normal wear and tear. If any damage should occur, the group is asked to report it to the principal who will bring the matter to the attention of the Manager of Facilities so that a suitable settlement may be made.
- c. Adequate supervision by competent adults must be provided in all cases where school buildings are being used outside regular school hours by school children, high school students, and other young people under eighteen years of age.
- d. The following are not permitted on school property:
 - Smoking or the use of tobacco or cannabis
 - Illicit drugs
 - Alcoholic beverages except as permitted by joint use agreements or approval by the Director of Education
 - Motorized vehicles on school grounds except in authorized parking areas
- e. School rentals during July and August must receive prior approval from the Manager of Facilities by June 30 of the year in which the rental will occur.
- f. A Facilities Rental Form must be completed and maintained by the school. It is a requirement that the lessee maintain, during the term of occupation of the rented premises, comprehensive general liability insurance of at least \$2.0 million.

5. *Division Office Facilities*

- a. The Director of Education may approve the use of the division office meeting facilities for school division related groups, principal and vice- principal groups, teacher and support staff groups.
- b. The business of the school division will take precedence in scheduling meeting rooms.
- c. The office premises are to be left in a clean and tidy condition and the building secured as directed by the Manager of Facilities.

Revised: 10/17/2018

Education in a Culture of Excellence