



SD10 (Arrow Lakes) District Protocol

Community Use of School and District Facilities

Overview:

Although the prime function of school district facilities and buildings is to support student learning, the Board of Education is committed to making our facilities accessible to the community when possible. Shared Use agreements, short-term rentals or no-cost use of school facilities are therefore supported with the underlying premise that these arrangements always consider that students are at the centre of all we do in SD 10.

Approval for Short Term Use of School Facilities

1. Groups interested in using a school for the purpose of meetings or activities must fill in a "School Use Agreement" form at the school.
2. The school's Principal does the initial approval for short term or single community use of their school facilities on the Use of School Facilities form.
3. The Superintendent/Secretary-Treasurer does the final approval on all Use of School Facilities forms.
4. Supervision of students, parents, and community members using school facilities is the responsibility of the school Principal.

Fee Rental

Fees as set out in this protocol help offset additional custodial and maintenance costs in our schools due to community use.

5. A schedule of fees based on the type of organization renting school facilities and based on duration is attached.
6. The Assistant Secretary-Treasurer is responsible for collecting fees in cash or cheque for rental of school facilities through Accounts Receivable.
7. Fees collected are deposited to the district account and are shown in the district budget.

Liability Insurance Coverage

8. All staff, parents and students are covered for liability by the School Protection Program should an accident or injury occur on school facilities or on school-related business.
9. Other community groups must have their own liability insurance while using school facilities, as they are not covered by the SPP insurance.
10. Groups or individuals without liability insurance use the school facilities at their own risk.

Custodians, Unlocking of Doors

11. All community school use activities are communicated to the school's custodial staff, who act on behalf of the principal after school hours to admit groups to the building and ensure that the building is secured afterwards.

12. A half hour before the use of the school, the custodian will unlock the main access door in the school to allow entrance. After the activity is completed, the doors will. At the end of the event, doors will be locked and secured.

Schedule of Fees

13. Non-profit groups are exempt from usage fees if the School District does not incur additional costs as a result of the school use.
14. Where facilities requested are limited to one room and are for a one time use during regular school operating days (Monday-Friday) and months (September-June) a modest short term rental fee of \$15/hour or \$100/day for individuals or for profit organizations is to be charged.
15. For recreational programs (i.e. *Dance, Karate, Yoga*) scheduled to span part of, or for the duration of the school year, a flat rate of \$200 per term will be charged for individuals or for-profit organizations.
16. Where facilities requested are during non-regular school operating days (Saturday-Sunday) or months (July-August) the rental fee will be based on estimated costs for custodial time.

Shared Use Agreements

17. Certain community groups have entered into shared use or partnership agreements with the school district in use of school facilities. Fees or in-kind contributions are specified in each individual shared use agreement.
18. Additional fees for school use are generally not charged given that there is already contribution, with the exception of additional custodial costs incurred on weekends or school holidays, or use that expands the regular custodial workload.
19. Use of school facilities forms are required for the community organization's use of school property to assist in school scheduling and custodial communication in those schools with full time student attendance.

Facility Use Regulations

20. Only the specific rooms or parts of the building or school property as specified and as approved in the *Application* for Community Use are to be used. All other rooms or parts of the building or school property, other than washrooms will be considered off limits.
21. Individuals or groups using school property will be held responsible for all damage to the building, furniture, or fixtures.
22. School equipment, unless approved as part of the *Application* for Community Use is not permitted for use.
23. Alcohol is not permitted on school property.
24. Smoking is not permitted on school property.