



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 and review this protocol. The contents of this protocol form part of the Community Use of School and District Facilities Use Agreement.
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. Requested use of school facilities may not be approved.
4. The Superintendent/Secretary-Treasurer does the final approval on all Use of School Facilities requests.
5. Ensuring adequate supervision is in place for students, parents, and community members using school facilities is the responsibility of the school Principal.
6. Applications for Short Term Use of School Facilities are not to exceed one year and are applicable for the current school year only.
7. Community Use of School facilities must be requested at least three (3) weeks in advance.

Fee Rental

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

8. A schedule of fees is set out in Appendix A.
9. The Assistant Secretary-Treasurer is responsible for collecting fees in cash or cheque for rental of school facilities through Accounts Receivable.
10. Fees collected are deposited to the district account and are shown in the district budget.
11. Fees paid are non-refundable for groups who have been prohibited from use of facilities due to improper use.

Liability Insurance Coverage

12. Community user groups must have their own liability insurance and provide a copy of such while using school facilities, as they are not covered by the SPP insurance.
13. Groups or individuals without liability insurance use the school facilities at their own risk and are required to complete the Waiver Form.

Custodians, Unlocking of Doors

14. 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.
15. A half hour before the use of the school, the custodian will unlock the main access door in the school to allow entrance. At the end of the event, doors will be locked and secured.
16. An additional fee will be charged for groups who require access during non-staffed hours.

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 and are expected to clean up and return the room to its original condition.
22. The authorized user and/or authorized user designates will ensure adequate supervision of participants and attendees for the duration of the rental activity and will be present during the entire approved rental period.
23. School equipment, unless approved as part of the Application for Community Use is not permitted for use.
24. Alcohol is not permitted on school property.
25. Smoking is not permitted on school property.
26. It is the user group's responsibility to inform the school of any damage or cleaning required.
27. User groups are required to notify the District of any incidents that occur during use of school facilities involving injury, administration of first aid or loss of or damage to property.
28. School facilities use may be prohibited if proper use of the facilities is not maintained or for breach of the facility use regulations.
29. The District reserves the right to cancel or alter any User Agreement at any time with or without cause and no claim may be made against the District in respect of the cancellation or alteration.

New Users of School District Facilities

30. This protocol will be reviewed with all new users of school district facilities to ensure understanding of the user group's responsibilities.