

## **COMMUNITY USE OF SCHOOL FACILITIES**

### **Background**

The school is an integral part of the community and may be used by parents and community organizations when it is not required for school use. It is important that the use of school facilities by the community be in accordance with the conditions and requirements determined by the division and the terms of the Joint Use Agreements.

A rental fee will be charged to outside organization with whom there is no reciprocal agreement for free time use of facilities.

All community use of school facilities within the City of Lethbridge falls within the Joint Use Agreement with the City of Lethbridge. As such, the *Joint Use Handbook* is the reference point for all schools in the City of Lethbridge.

### **Procedures**

1. The priority usage for school facilities shall those activities sponsored by:
  - 1.1 The school involving students before, during and after school hours.
  - 1.2 The parish or school council for the benefit of the students, parents and residents of the division.
  - 1.3 Employee associations of the division (i.e., teacher meetings, etc.).
  - 1.4 Church or community organizations for the benefit of children.
  - 1.5 Non-profit community groups.
2. The Principal shall:
  - 2.1 Receive all applications for the use of schools.
  - 2.2 Handle all requests that are contained in these procedures.
  - 2.3 Refer any requests not identified in these procedures to the Secretary-Treasurer.
  - 2.4 Be in charge of the bookings.
  - 2.5 Use discretion on a request for facilities during the Christmas, Spring, and Summer breaks.
  - 2.6 The Principal will ensure that the agreement for the use of facilities is completed.
  - 2.7 Ensure that a caretaker is present during all scheduled community activities inside of the school building.

- 2.8 Send billing information to the Business Services Department.
- 2.9 Remit any rental funds received at the school to the Business Services Department.
3. Any individual or group wishing to use school facilities shall:
  - 3.1 Provide the names of persons in charge of supervision.
  - 3.2 Ensure that the supervisor will admit only authorized persons.
  - 3.3 Ensure that the supervisor makes certain that all persons have left the building when the activity is ended.
  - 3.4 Ensure that the area used is cleaned or tidied for school use.
  - 3.5 Ensure that any school equipment that may have has been used, shall be properly stored.
  - 3.6 Submit requests for long-term bookings in writing and in the Principal's hands by September 15 to be considered for the current academic year.
  - 3.7 Be given consideration if facilities are available for a long-term booking submitted after September 15.
4. The caretaker is responsible for the following:
  - 4.1 Report all maintenance problem to the Plant Operations Coordinator.
  - 4.2 Remain calm and courteous at all times.
  - 4.3 Complaints regarding the user group shall be brought to the attention of the person in charge of the user group. If the problem persists, the caretaker should prepare a written report outlining the situation to the Principal.
  - 4.5 Opening the school at least ten minutes before the selected opening time and inspect for building security, vandalism, and proper temperature.
  - 4.6 Ensuring that fire-fighting access to the building is not prevented by vehicles.
  - 4.7 Ensuring that waste paper baskets and trash bins are empty and that no combustible materials are left lying around in boxes or other containers.
  - 4.8 Ensuring that only equipment and space requested and approved for usage is used.
  - 4.9 Restricting public access to designated areas in an attempt to minimize possible damage and theft.
  - 4.10 Upon closing the caretaker shall:
    - 4.10.1 Check all equipment and space used for damage. Damage should be brought to the attention of the individual in charge of the user group and a follow-up report made in writing to the Principal.

- 4.10.2 Check bathrooms and shower rooms for damage, evidence of smoking, taps and showers turned off and toilets flushed.
  - 4.10.3 Check waste paper baskets and trash bins for combustible material.
  - 4.10.4 Turn off lights, close all windows, and interior and exterior doors checked for security.
  - 4.10.5 At the end of every booking, and if applicable, the caretaker will document and submit to the Plan Operations Coordinator a report of:
    - 4.10.5.1 Accidents
    - 4.10.5.2 Damage to facility (in excess of fair wear and tear)
    - 4.10.5.3 Instances of unsatisfactory supervision
    - 4.10.5.4 User group concerns
5. The use of schools for polling places is permitted, provided classes are not dismissed to accommodate the poll. The caretaker will remain on duty to supervise and secure the building after the poll is closed.
6. Social functions where alcoholic beverages are served may be permitted, provided necessary permits are obtained.
7. The community group must provide proof of insurance.
8. Unless special arrangements are made through the Principal, the use of school facilities by community groups will be limited to the school year.
9. Restrictions
- 9.1 School facilities and grounds may be booked by community groups for a wide variety of purposes. However, the following activities are not permitted.
    - 9.1.1 Public dances or weddings
    - 9.1.2 Private social events (including birthday parties)
    - 9.1.3 Games of chance, lotteries, gambling, fundraising events
    - 9.1.4 Indoor soccer
    - 9.1.5 Floor hockey