

AP 550 - USE OF SCHOOL FACILITIES

When not required for school programs, the District encourages the community's use of District property and facilities for educational, recreational, cultural and civic programs and events.

The rental and use of District property and facilities shall be subject to the terms and conditions of a Contract for Use of School Facilities and to the Procedures Governing Use of Facilities set out in the Appendix to this Administrative Procedure.

Community use of District property and facilities shall be permitted on a cost-recovery basis. The Board will approve and regularly review a schedule of fees that may be based on the categories of use set out below.

Procedures

1. Categories of Use

- 1.1 Curricular - the school program. These include activities that take place during regular school hours.
- 1.2 Co-curricular and extra-curricular - school program related. These include activities which are organized and supervised by the Principal and are for the benefit of students.
- 1.3 All children in organized activities.
- 1.4 Adults (over 18 years of age) in organized activities.
- 1.5 "For Profit" groups in tournaments.
- 1.6 Business enterprises.
- 1.7 Joint Use Agreements with other jurisdictions may provide for alternate arrangements.

2. Responsibility

- 2.1 Category 1.1 - to be determined by individual principals.
- 2.2 Category 1.2 - to be determined by individual schools with the following provisions:
 - 2.2.1 Each Principal shall submit to the Director of Operations by September 30 the school's program for the school year as it is known by that time;
 - 2.2.2 As needs arise throughout the year, the Principal shall notify the Director of Operations as soon as possible, but no later than two weeks before the required use.
- 2.3 Activities in categories 1.1 and 1.2 must be in accordance with normal expected practice as set out by the Director of Operations. Any activities that fall outside of routine and which may require extra services with respect to material and/or labour are to be discussed with the Director of Operations.

- 2.4 Categories 1.3 and 1.4 - inquiries and applications are to be made to the Director of Operations or at designated schools.
- 2.5 Categories 1.5 and 1.6 - inquiries are to be made to the Director of Operations or designated school indicating the type and size of event to be held, which will be subject to Superintendent or Board approval.
- 2.6 Category 1.7 – as per agreement arrived at between the Board and another public body.

3. Administration

- 3.1 User groups must enter into a Contract for Use of School Facilities (as may be approved by the Board from time to time) and to the Procedures Governing Use of Facilities that are set out in the Appendix to this Administrative Procedure.
- 3.2 Renters who default on responsibilities relinquish the right of use subject only to due process.
- 3.3 Any use of District property and facilities not directly covered by this Administrative Procedure must be agreed to in advance by the Secretary-Treasurer.

Reference: Sections 22, 23, 65, 85 School Act
Liquor Control and Licensing Act
Disposal of Land or Improvements Order M193/08
School Opening and Closure Order M194/08

Adopted: September 27, 1999

Amended: April 4, 2001; February 5, 2003; February 20, 2008; September 1, 2018