

## USE OF DIVISION FACILITIES

### Background:

The primary purpose of school facilities is to support educational opportunities and Division-approved activities. The Division believes, after these requirements have been met, the community shall have reasonable access to school facilities for education, recreation and wellness.

### Definitions:

#### Adult Recreational:

is a group of participants 18 years of age and older.

#### Area:

is a classroom, gymnasium or other approved space.

#### Damage Deposit:

is a charge to user groups where the potential for damage to facilities and/or equipment exists.

#### Permit:

can be issued to both school and community users. Schools and community users are required to have a permit for use of any Division building outside of instructional hours.

#### Youth Recreational:

is a group where the majority of participants are under 18 years of age.

### Procedures:

#### 1. School Use

- 1.1. Rental rates and booking processes apply to all Division employees involved in any after-school use.
- 1.2. All school use of facilities must be booked through the Facility Bookings Assistant.
- 1.3. Principals shall submit, to the Facility Bookings Assistant, after-hours bookings for school functions—with specific areas and times included—by no later than May 15 of each year for the following school year.
- 1.4. A custodian shall be present for the duration of all school bookings when the public are in attendance.
- 1.5. School facilities are available for after-hours bookings:
  - 1.5.1. Monday through Friday 4 p.m. to 10 p.m.; and
  - 1.5.2. Saturday 8 a.m. to 10 p.m. (custodian required when the public is in attendance, for supervision and clean up fee as it is a non-operational day)
- 1.6. School facilities shall not be available for bookings on:

- 1.6.1. statutory holidays;
    - 1.6.2. spring, summer, fall and winter breaks; or
    - 1.6.3. between 8 a.m. and 4 p.m. on non-instructional days.
  - 1.7. Supplementary to section 1.6 and dependent on scheduled custodial, maintenance or construction work, school facilities may be available for bookings on non-instructional days or during spring, fall, winter breaks and the last two weeks of August, subject to prior approval from the Director of Facility Services. Requests to use school facilities during these times must be made to the Facility Bookings Assistant no later than one week before the non-instructional day or start of the break, for consideration.
  - 1.8. School use of a school facility beyond the times outlined in sections 1.5—for example, sleepovers, wake-a-thons, etc.—require approval of the Superintendent before booking, and subsequent notification of the Director of Facility Services.
  - 1.9. Use of school facilities on weekends for school athletic or other practices—for example, drama—shall be at the Principal’s discretion. A custodian is not required during these time periods. The teacher/supervisor is required to open/close the facility, remove garbage and tidy any affected areas. The school must notify the Facility Bookings Assistant.
  - 1.10. Principals shall make every effort to avoid cancelling a community booking. In the event a school facility is required for school use, the Principal shall provide advance notice to the Facility Bookings Assistant at least 72 hours prior to the time for which the school facility has been booked.
  - 1.11. All rental groups shall be prepared to relinquish their allotted time, should the Principal require the use of the school.
  - 1.12. Large event clean-up fees may apply and are the responsibility of the school to pay, at the Board-approved rate—for example, tournaments, family movie nights, school dances.
  - 1.13. When a school is unavailable for use, and requests to use another school in the Division, it must be co-ordinated through the Facility Bookings Assistant, and custodial fees will apply at the Board-approved rate when applicable.
  - 1.14. All Division-hosted Metro games during operational breaks—league or championship—will be charged a custodial fee to the hosting school.
2. Community Use
- 2.1. Rates charged for school facility rentals shall be in accordance with the [Rental Fee Schedule](#).
  - 2.2. As per [Board Policy 2: Role of the Board](#), the Board shall approve rental fees annually as part of the budget process. Any adjustments to rates shall be effective September 1 of the following year.
  - 2.3. School facility rentals shall be requested using the [Facility Rental Request Form](#) (Form 546-1).
  - 2.4. Community bookings shall be made on a priority basis:
    - 2.4.1. elections;
    - 2.4.2. school- and Division-sponsored programs;

- 2.4.3. recreational/educational programs administered by a municipal authority where a reciprocal use agreement is in place;
    - 2.4.4. youth and adult education, recreation and wellness programs where the majority of the users reside within the community; and
    - 2.4.5. user groups outside the Division boundaries.
  - 2.5. Specialty areas shall not be used by the community.
  - 2.6. A custodian shall be present for the duration of all community user groups' after-hours bookings when the public are in attendance and shall ensure user groups have access to:
    - 2.6.1. the facility 15 minutes prior to and 15 minutes after the contracted time;
    - 2.6.2. first aid equipment; and
    - 2.6.3. washroom facilities.
  - 2.7. School facilities may be available for after-hours bookings:
    - 2.7.1. Monday through Friday 4 p.m. to 10 p.m.; and
    - 2.7.2. Saturday 8 a.m. to 10 p.m.
  - 2.8. School facilities shall not be available for after-hours bookings on:
    - 2.8.1. Sundays;
    - 2.8.2. statutory holidays;
    - 2.8.3. spring, summer, fall and winter breaks; or
    - 2.8.4. between 8 a.m. and 4 p.m. on weekdays.
  - 2.9. Permits must be signed and returned to the Facility Bookings Assistant before being allowed access to a school facility. Failure to do so may result in cancellation of the booking.
  - 2.10. All external user groups must provide a copy of their insurance certificate in order to complete their booking. Failure to do so may result in cancellation of the booking.
  - 2.11. Additional custodial fees for large events may be applicable.
  - 2.12. All rental groups shall be prepared to relinquish their allotted time, should the Principal require the use of the school.
  - 2.13. Rentals shall not exceed one school year in length without renewal.
  - 2.14. The Facility Bookings Assistant shall provide sufficient copies of the [General Conditions for the Use of School Facilities](#) to the individual who arranges the contract for distribution to supervisor(s) in charge of rental groups.
  - 2.15. All user groups shall abide by the [General Conditions for the Use of School Facilities](#).
  - 2.16. Use of school facilities may be cancelled if the privilege granted is being abused, if payments are not made or if the terms of the contract are breached.
  - 2.17. All rental groups shall provide continuous adult supervision during the rental period.
  - 2.18. Any conflict arising from rentals shall be resolved by the Director of Facility Services.
3. Leasing of Division Facilities
- 3.1. Leasing of school facilities shall be considered on the basis of functional compatibility, space availability, land use compliance and financial impact.

- 3.2. The Director of Facility Services or designate shall work with schools and departments to determine space required for school programs and to identify surplus school space available for lease.
  - 3.3. The decision to lease school facilities is at the discretion of the Director of Facility Services, in consultation with the Principal.
  - 3.4. The business operations of the lessee shall not have adverse impacts on educational outcomes.
  - 3.5. Leases for space within schools may be revoked to meet emergent Division needs.
  - 3.6. Requests to lease surplus space shall be the responsibility of the lessee and shall be submitted to the Director of Facility Services. Requests shall be considered on a first-come, first-served basis.
  - 3.7. Where circumstances are such that the Division wishes to solicit proposals to lease surplus space, such proposals shall be evaluated on the basis of size/background, approach, services offered and relevant experience.
  - 3.8. The Director of Facility Services shall work with principals to establish appropriate locations, operating requirements, operational needs, and terms and conditions that shall form the basis of the lease.
  - 3.9. Lease groups that are required to obtain approvals from regulatory agencies shall be solely responsible for obtaining such approvals.
  - 3.10. As per [Board Policy 2: Role of the Board](#), lease rates shall be approved annually by the Board as part of the budget process. Any adjustments to rates shall be effective September 1 of the following year.
  - 3.11. Lease rates for 'non-profit' organizations shall, at minimum, be on a cost-recovery basis. To be eligible for non-profit rates, the lessee must provide proof of non-profit status.
  - 3.12. Lease rates for 'for-profit' organizations shall, at minimum, be set at a rate that provides a reasonable rate of return.
  - 3.13. In the event of a conflict between lessees and the Division, the Director of Facility Services shall attempt to resolve the conflict. If the conflict cannot be resolved, it shall be brought to the Superintendent whose decision shall be final.
  - 3.14. Leases shall not exceed one school year in length without renewal.
4. Reciprocal Use Agreements
    - 4.1. As per the *Municipal Government Act* and the *Education Act*, the Division shall enter into Joint Use and Planning Agreements with the municipal authorities within the boundaries of the Division, which may encompass a Reciprocal Use Agreement.
    - 4.2. The intent of a Reciprocal Use Agreement shall make the municipal facilities available at a cost-recovery level to the Division wherever possible. Reciprocally, Division facilities will be offered at a cost-recovery level to municipalities to support municipal events.
    - 4.3. The Director of Facility Services shall negotiate Reciprocal Use Agreements between the Division and the municipalities, and agreements are approved by the Superintendent.

**Reference:**

Section 52, 53, 187, 197, 222 *Education Act*  
*Societies Act*  
Fees and Charges Manual  
School Infrastructure Manual