

COMMUNITY USE OF SCHOOL FACILITIES

Background

The Division believes that the community, where feasible and appropriate, should be able to use school facilities.

Procedures

1. Joint-use agreements with municipalities within the boundaries of the Livingstone Range School Division shall be the basis on which community use of schools occurs.
2. Notwithstanding joint-use agreements, school needs and use shall be given priority.
3. Organizations that do not fall under the joint-use agreement may be given the right to use the school on an individual basis.
4. School facilities should generally not be available on statutory holidays, during Christmas, February or Easter breaks or during July and August when the school is normally closed. A one-time-only use per year may be permitted if approved by Division Office. Exceptions to this include the following:
 - a) A one-time only use per year may be permitted if approved by Division Office.
 - b) If there is no summer maintenance work scheduled for the first three weeks of July, the gymnasium may be opened for Sports Camps during that time which will benefit current and/or future students in the community.
5. Weekend use of school facilities by community groups should be on a cost-recovery basis where the group using the school assumes any charges related to security and custodial services.
6. Schools shall generally not be rented out for commercial purposes where community facilities are available for use. Special consideration may be given to hold activities involving students in a school facility.
7. A five-year or mutually agreed upon review cycle for joint-use agreements will be implemented.
8. Requests for public activities in school facilities shall be submitted in writing to the Principal, using the *"Application for Use of School Facilities"* form.
9. Once all criteria in this administrative procedure are met, the Principal will approve the application by signing the application form and indicating the date when approval was given.

10. The Associate Superintendent (Business Services), when establishing the annual hourly rate for activities in school facilities, will consider the total wage, utility and other ancillary costs.
11. The Principal shall inform the users of the fee-per-hour for activities which fall outside of the joint-use agreement.
12. The Principal shall inform the Associate Superintendent (Business Services) in writing, of the amount to be billed to the organization. Fees collected under this administrative procedure shall be credited to the maintenance department budget to offset the corresponding costs.
13. Principals shall inform the Coordinator of Facilities of any damage done to their buildings, furniture or equipment, and the organization or individual shall be liable for the full amount of the costs to repair or replace the damages.
14. The Principal shall make arrangements with the Coordinator of Facilities to adequately cover the event.
15. Depending on special circumstances, the Principal has the right to deny an application for the use of a school facility.
16. An individual or organization may appeal the Principal's decision to deny an application. The appeal shall be made in writing to the Coordinator of Facilities.

December, 2003

Updates: July, 2008; August, 2009; August, 2013; Jan. 2020

References

Section 33, 51, 52, 53, 68, 187, 197, 222 Education Act