

## COMMUNITY USE OF SCHOOL FACILITIES

### Background

The Division supports the community use of school facilities and grounds for educational and recreational activities, where feasible and appropriate.

### 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 or Division needs and use will have priority.
3. Organizations that do not fall under the joint-use agreement may be given the opportunity to use the school on an individual basis.
4. School facilities should generally not be available on statutory holidays or during non-operational days when the school is normally closed. A request for community use should not conflict with school programs or planned maintenance activities.
  - a) If there is no summer maintenance work scheduled for the first three weeks of July, the gymnasium may be opened for sports camps.
5. A one-time-only use per year may be permitted if approved by Division Office..
6. 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.
7. 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.
8. A five-year or mutually agreed upon review cycle for joint-use agreements will be implemented.
9. Requests for public activities in school facilities shall be submitted in writing to the Principal, using the *"Application for Use of School Facilities"* form.
  - a) Requests for use of school equipment must be requested at the time of booking and approved by the Principal. If equipment or furniture are damaged or not returned, the user group will be charged for repair or replacement.

- b) The Principal must be satisfied that the activity will be adequately supervised.
- 9. 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.
- 10. The Principal shall inform the users of the fee-per-hour for activities which fall outside of the joint-use agreement. This fee should be paid prior to use and forwarded by the school to Division office.
- 11. 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 custodial or maintenance department budget to offset the corresponding costs.
- 12. The Principal shall inform the Coordinator of Facilities of any damage done to the 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.
- 13. The Principal shall make arrangements with the Health and Safety Coordinator, or designate, to ensure staff can adequately cover the event.
- 14. All community use activities shall be concluded by 9 pm unless the Health and Safety Coordinator, Associate Superintendent (Business Services) or designate has approved alternate arrangements.
- 15. The Principal shall inform the individual or groups of:
  - a) Emergency contact information
  - b) Evacuation procedures
  - c) General housekeeping expectations (areas of approved use, footwear requirements, approved areas for food and beverage consumption, etc.,)
  - d) Expected conduct during the use of the facility – such as no smoking or vaping
- 16. General liability insurance in the amount of \$2 million, naming “Livingstone Range School Division” as an additional insured is required and should be forwarded to the Associate Superintendent (Business Services).
- 17. The following activities are prohibited:
  - a) Activities where liquor is to be consumed or sold
  - b) Activities listed as Red (prohibited) as defined in the Alberta Risk Managed Insurance Consortium (ARMIC) Approved and Prohibited Activities document
  - c) Activities that by their nature, cause concern for the Principal, Associate Superintendent and/or Superintendent.
- 18. Once all criteria in this administrative procedure are met, the Principal may approve the application by signing the application form and indicating the date when approval was given.
- 19. The Principal has the right to deny an application for the use of a school facility, specific rooms within the facility or grounds.

20. An individual or organization may appeal the Principal's decision to deny an application.  
The appeal shall be made in writing to the Associate Superintendent (Business Services)

21. The individual or use group shall:

- a) provide at least 24 hours' notice of cancellation of booking
- b) provide adequate adult supervision throughout the duration of the activity
- c) ensure all participants follow all rules and wear appropriate footwear as to not damage the floor or floor condition
- d) ensure all activities are conducted on in those areas specified by the Principal and no participants enter any other areas of the school
- e) ensure food, drinks and confectionery items are served or consumed in the designated areas as approved by the Principal
- f) return borrowed equipment, keys or fobs as required when activity is completed
- g) ensure the facility is left in a condition similar to when they arrived
- h) report any concerns, injuries, or issues to the Principal
- i) notify custodial staff when the activity has finished and communicate any needs during the activity (washroom products, brooms/mops needed, etc.)

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*December, 2003*

*Updates: July, 2008; August, 2009; August, 2013; Jan. 2020, October 2024*

#### **References**

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

Application for Use of School Facilities form

Alberta Risk Managed Insurance Consortium (ARMIC) Approved and Prohibited Activities