



SECTION 4000: FACILITIES, GROUNDS AND EQUIPMENT

POLICY 4020: COMMUNITY USE OF SCHOOL FACILITIES AND GROUNDS

- *Date Adopted: December 18, 2013*
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LEGISLATION

- *School Act, Section 85.1*
- *Community Care and Assisted Living Act*

POLICY STATEMENT

The Board encourages maximum use of school premises and grounds for the benefit of the community.

POLICY

The Board supports the principle of total community use of schools and grounds after the hours needed for school use. Where there are community-run facilities, the Board will not, except by prior arrangement with the community, accommodate those activities from which the community derives an income.

When possible, the Board will make facilities available to Northwest Community College and other provincial educational organizations for educational programs.

When possible, the Board will make facilities available to the local government for recreation courses. The Board encourages the use, without charge, of school grounds and playing fields by local community youth sports groups, adult sports groups, and athletic groups.

In accordance with Ministry of Education requirements, the Board promotes the use of board-owned property by licenced child care providers between the hours of 7:00 a.m. and 6:00 p.m. on weekdays, provided that the space is not required for K-12 education programs, early learning programs, or extra-curricular activities.



REGULATIONS: USE OF SCHOOLS BY COMMUNITY GROUPS

1. The order of priority use is as follows:
 - a. Normal educational school use, including maintenance and cleaning during holidays
 - b. School recreational and sports activities
 - c. Continuing Education classes
 - d. Community and other activities
 - e. Adult Dances

2. Use of school facilities shall be subject to the following conditions:
 - a. At least 30 (thirty) calendar days' notice of the request is given in writing to the Board.
 - b. The organizer must supply proof that an insurance company will provide adequate coverage for the building on a single use basis, with specific reference to the nature of the activity.
 - c. Allocation of time to outside organizations for accommodation in school buildings shall be made through the Secretary Treasurer and will not be authorized until the school timetable for after-hours use is completed for the term.
 - d. Re-scheduling for school purposes shall take precedence, provided such organizations receive a minimum of 14 (fourteen) calendar days of such change.
 - e. Appropriate footwear must be worn in all school gymnasiums.
 - f. Smoking is not permitted on school district property.
 - g. Food will be permitted only in designated areas. The principal will designate food areas.
 - h. A custodian or person designated by the principal will be on duty any time the gymnasiums are in use, including weekends. When a custodian is not regularly on duty, the user of the facilities will be required to reimburse the Board for the cost of overtime. The availability of a designated supervisor will be a condition of rental or use.
 - i. A custodian or person designated by the Principal will be responsible for the opening and locking of schools after use.



REGULATIONS: USE OF SCHOOLS BY COMMUNITY GROUPS *(continued)*

- j. User groups will only have access to the parts of the building necessary for the agreed activity.
- k. All groups using the facility will be booked. Ad hoc use of the facilities will not be permitted.
- l. All bookings will have definite start and stop times. Groups which regularly abuse the stop time will be denied use of the facilities.
- m. User groups will be responsible for any damage or loss which occurs during their period of usage. This will include responsibility for the conduct of guests and spectators.
- n. Activities must suit the facilities. Proper footwear and protection for the facilities must be provided. Activities which damage the facilities will not be permitted.
- o. User groups are responsible for providing balls and other consumables.
- p. The Board may request a deposit from a user group. This deposit is to ensure that the group undertakes cleanup or as a damage deposit on the facilities. The making of a damage deposit does not relieve the group for restoration of the property should damage take place.
- q. Requests for facilities which are outside the guidelines as stated will be declined by the administration.
- r. Any violation of the regulations for use of facilities may result in the cancellation of the privilege of using school facilities by the organization and the forfeiture of any fees paid in advance.

REGULATIONS: USE OF SCHOOLS BY CHILD CARE PROVIDERS

- 1. The Board promotes the use of board-owned property by licensed child care providers on business days between the hours of 7:00 a.m. and 6:00 p.m.
- 2. Licensed child care providers are those who are licensed under the *Community Care and Assisted Living Act* to provide one or more of the following care programs:
 - a. Group Child Care for children who are younger than 36 months old;
 - b. Group Child Care for preschool children, 30 months old to school age;



REGULATIONS: USE OF SCHOOLS BY CHILD CARE PROVIDERS *(continued)*

- c. Preschool for children who are at least 30 months old on entrance to the program and 36 months old by December 31 of the year of entrance;
 - d. Group Child Care for school-aged children, providing before or after school care, or care during periods of school closure.
 - e. Child Care providing care on an occasional or short-term basis, to preschool children who are at least 18 months old;
 - f. Multi-Age Child Care, providing care to children of various ages within each group.
3. Use must not disrupt or otherwise interfere with the provision of educational activities.
 4. All costs for making the property suitable for the Child Care program and for maintaining the property for the Child Care program will be managed on a cost-recovery basis and will not be more than the direct and indirect costs incurred by the Board.
 5. The cost-recovery requirement does not apply to agreements already in place when this policy takes effect.

REGULATIONS: USE OF SCHOOL GROUNDS AND PLAYING FIELDS

1. Allocation of time to outside organizations for the use of school grounds and playing fields shall be with the appropriate Recreation Coordinator after consultation with the Principal, to avoid interference with school use and with the Director of Facilities to avoid interference with maintenance and development of the area in question.
2. The Secretary Treasurer shall have the right at any time to cancel the right of the Licensee to use any of the playing fields if, in the opinion of the Board or Recreation Department, they are unfit for use.

USER GROUPS AND FEES: GYMNASIUMS AND CLASSROOMS

1. Group 1: Community: Free Users

- a. Non-profit, professional, and public agency groups directly related to the educational, cultural, and recreational welfare of children. Typical examples include Brownies, Guides, Cubs, Scouts, and Cadets.



USER GROUPS AND FEES: GYMNASIUMS AND CLASSROOMS

1. Group 1: Community: Free Users *(continued)*

- b. Non-profit functions directly related to the educational, cultural, and recreational welfare of children. Typical examples include career counselling, sports meets, graduation ceremonies, school patrols, fun fairs, intra-mural and inter-scholastic athletic competitions, school drama programs and festivals, school bands and other musical presentations, school dances, public speaking contests, adult education, Education Week, teachers' workshops, school district employee conferences and conventions, school district employee union meetings, parent-teacher meetings Children's Festivals, Health Clinics, and Parent Groups.

2. Group 2: Recreation and Sports: Fee for Use

- a. All adult sports not under Recreation Commission, square dancing, Rod & Gun, non-vocational and art courses not under Continuing Education Program will be charged a fee for use of facilities.

3. Group 3: Amateur and Sponsored Activities: Fee for Use

- a. Little Theatre, sponsored shows (for community projects), band concerts, amateur dancing displays and classes, adult music festivals, lodge and service club activities, non-school district employee political and union meetings will be charged a fee for use of facilities.

4. Group 4: Commercial: Fee for Use

- a. Commercial shows, business demonstrations, music and other courses held for profit will be charged a fee for use of facilities.

5. Group 5: Adult Dances: Fee for Use

- a. Adult Dances will be charged a fee for use of facilities.