



## 503.1AP Community Use of School Facilities

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**APPROVED:** 2016.06.15  
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### CROSS REFERENCE:

- [503BP Community Use of School Facilities](#)
  - [503.1AP Exhibit 1 Central Services Approval Community Use of School Facilities Application Form](#)
  - [503.1AP Exhibit 2 Principals Approval Community Use of School Facilities Application Form](#)
  - [503.1AP Exhibit 3 Acceptable Activities List](#)
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### PROCEDURES:

1. Each Community Use Committee or School Council Sub-committee shall consist of the school principal, a School Council Community member, a community member not on the School Council, the school custodian and may include a trustee for the community.
2. The Community Use Committee or School Council Sub-committee may delegate the performance of duties associated with the following responsibilities if such delegation is deemed necessary. The committee will be charged with the responsibility of:
  - 2.1 determining rental rates for non-school sponsored activities/functions; Funds generated through facilities rentals will be held in the school's generated funds account and used to maintain or enhance school facilities or equipment.
  - 2.2 authorizing utilization of the school for non-school activities/functions;
  - 2.3 deciding if a user is a profit or non-profit organization;
  - 2.4 establishing other regulations as may be deemed necessary for non-school sponsored activities/functions.
  - 2.5 ensuring that custodial services are provided and custodial duties are performed for non-school sponsored activities/functions when required; Individuals or groups are responsible to leave the facility as found. If extra cleaning is required, the user will be responsible for any additional costs.

- 2.6 determining the areas of the school which may be utilized by non-school sponsored activities/ functions and ensuring that the school is opened prior to and secured immediately after non-school sponsored activities/functions;
  - 2.7 ensuring that if damage occurs to a school, compensation is received by the Board of Trustees; any privileges may be denied to individuals or groups if the facilities are in any way abused.
  - 2.8 ensuring that a liability insurance certificate from a user group has been provided when required.
  - 2.9 ensuring 503.1AP Exhibit 1 Application Form for high risk activities has been forwarded to Central Services at least 10 days prior to use of the school for approval.
3. There must be adult supervision in attendance at all times, and the group shall be held responsible for the enforcement of proper behaviour during the period of rental.
  4. Proper footwear which will not damage or mark the floors is to be worn at all times.
  5. Any group using the facilities will pay for damages to the building, grounds and/or equipment resulting from their presence and/or activity; please note practice or playing baseball, softball (or any other type of hard ball that would damage walls, floors, lighting or heating vents) inside the building is prohibited.
  6. There are to be no alcoholic beverages on the premises. However, the Board of Trustees may make exception to this regulation by written request for Special Use Privileges at least 30 days prior to an event.
  7. No school equipment belonging to the school shall be used without specific permission granted by the principal. Set up and removal of equipment is the responsibility of the user group. The group is responsible for returning all school equipment used to its customary place of storage and removing from the school premises all equipment and materials belonging to the organization.
  8. Expendable materials and supplies must be supplied by the group conducting the non-school sponsored activity/function.
  9. Any user holding classes in fitness, yoga, pilates/aerobics are subject to a having a certified instructor. A copy of the instructors' certificate is to accompany the Community Use of Schools Form 503.1AP Exhibit 2 to be retained at Central Office.
  10. The Board wishes to limit the usage of school facilities during Christmas, Easter and summer breaks to allow custodians to perform a major cleaning of the school. If local groups desire access to Buffalo Trail Public Schools Regional Division # 28 schools during these periods, the Community Use of Schools form (Exhibit 1) must be submitted to the Director of Facilities for approval prior to the event.
  11. If the principal desires the use for the school, the group using it regularly at that time must be prepared to give up its allotted time, provided it has been given one week's notice.
  12. The Secretary-Treasurer reserves the right to make the final decision respecting any non-school sponsored activity/function.