

COMMUNITY USE/RENTAL OF SCHOOL FACILITIES

Background

The Board believes the community should have reasonable access and pay reasonable fees to use school facilities for educational, recreational and cultural activities.

Procedures:

1. The principal or designate is responsible for community use of the school.
2. Community use is approved subject to the requirements outlined in Appendix A Rental Agreement.
3. Smoking and/or consumption of alcohol is not permitted on school property.
 - a. An exception to the consumption of alcohol may be made if specifically included in a formal joint use agreement. Such exceptions must be in keeping with Procedures listed in AP 560
4. The principal shall ensure the facilities are ready for use by the community user at the time specified on the application form.
5. The principal shall remit to Division Office (50% of the fees are allocated to the applicable school and 50% to the Division office). In order to ensure proper coding of fees and GST received, it is important the form be completed in its entirety with fees charged broken down into appropriate areas and coded accordingly.
6. The principal shall ensure the facilities are secured after the rental period.

Item	Due	Approval
Rental Agreement (Appendix A)	7 days in advance of rental date	principal or designate
Billing Form (Appendix B)		
Proof of Insurance Coverage (\$1,000,000)		
Fees Schedule (Appendix C)		

Appeal Procedures:

Appeals on matters related to the use of the facilities are to be resolved first between the user and the principal or designate. If the matter cannot be satisfactorily resolved, then the Manager of Facilities will make a final ruling. The principal must advise refused applicants of the right to appeal to the Manager of Facilities.

Legal Reference: Section 60, 62, 195 School Act
Appendix A: Rental Agreement
Appendix B: Billing Form
Appendix C: Fees Schedule

APPENDIX A – Rental Agreement

Approval

Principal or designate approves the rental agreement on a first come/first serve basis or in accordance with priority rankings listed below:

- School/division events
- Not for profit children/youth groups (e.g. community recreation)
- Not for profit adult groups (e.g. service clubs and churches)
- All other groups/individuals/organizations

Bumping Bookings

If the school requires the space after the booking has been approved, the principal or designate will provide reasonable notice and an alternative location and date.

Hours of Community Use

- Between 7:00 a.m. and 11:00 p.m., daily, year round.
- During school holidays subject to approval by Manager of Facilities.

Administration

- Division officials may inspect during community use and cancel the agreement if the facilities, in their opinion, are being used in an unsafe or inappropriate manner.
- Principal notifies caretaker of community use schedule and may assign building security. Principal or designate may issue a security code/key to community user.
- Community use agreements expire no later than June 30 each year.

User Group Responsibility for the Supervision of its Members and Care of Facility:

- Must provide appropriate supervision and assume responsibility for the behaviour of all participants.
- Liable for costs of damage and/or cleaning.
- Responsible to leave the area clean and ready for school use.
- Limited to those areas, plus reasonable access to washrooms, listed in the rental/user agreement.
- Consumption of food and beverages is limited to specified areas.

Approval is denied if

- Sponsoring group/individual has outstanding fees.
- Activity is deemed inappropriate in the opinion of the principal.
- Conflicts with school's planned use or maintenance schedule.

Insurance Requirements of Users

Proof of \$1,000,000 minimum liability insurance per occurrence.

- **Storage Facilities**

Where space permits, the principal may allow storage for users provided that the users assume full responsibility for any loss or damage.

- **Equipment and Supplies**

School equipment and supplies may be loaned or rented at the discretion of the principal or designate. A damage deposit may be required.

User Declaration:

I have read and agree with all the conditions as outlined in the Rental Agreement. (Please ensure a copy of insurance is provided).

Signature (Rentee)

Date

Print Name

Principal or Designate

Date

Print Name

For Office Use Only

Rental Granted (User group is approved to use the following areas of the school only)

Rental Denied Reason:

Proof of Insurance provided (attached)

Charitable status registration number _____ (if required)

***User group shall be responsible for any clean up required after their use. A minimum charge of \$66.00 custodial fee will be applied if the school has to clean up after a user group.**

**APPENDIX B – Billing Form
(Distribution: rental user, division office, and school)**

Groups will be billed for actual time used or requested, whichever is greater, plus any additional costs (if applicable) for damages and custodial time.

Name of Organization/Individual: _____

Responsible Member/Individual: _____

Contact and Phone Number: _____ Phone: _____

GOLDEN HILLS SCHOOL DIVISION NO. 75

REPLACING PROCEDURE DATED: February 2006

NEW PROCEDURE DATED: September 2009
AMENDED: October 2012

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Mailing Address: _____
(bill will be sent to this address for payment purposes)

Facility/Space Requested: _____

Date(s) for Use: (include set-up and take-down in your time required): _____

For School to fill out

Total Amount Owed as per Appendix C: Fee Schedule \$ _____

Please submit to the Division office so an invoice can be prepared. Payment goes directly to Division office and amount will be prorated and returned to the school.

Payment Attached

Cheque _____

Cash _____

Please Invoice (Appendix A must be completed)

Total Invoice _____

Monthly Specify: _____

APPENDIX C – Fees Schedule

GROUP DESCRIPTION	Gymnasium Single Station	Gymnasium Double Station	Classroom	Computer Lab
Adult Profit Groups	\$160.00 per occasion	\$320.00 per occasion	\$35.00 per hour	\$90.00 per hour
	\$1,920.00 per season	\$3,840.00 per season		
Adult Non Profit Groups	\$20.00 per hour	\$40.00 per hour	\$15.00 per hour	\$45.00 per hour
	\$240.00 per season	\$480.00 per season		
Youth Profit Groups	\$80.00 per occasion	\$160.00 per occasion	\$18.00 per hour	\$30.00 per hour
	\$960.00 per season	\$1,920.00 per season		
Youth Non-Profit Groups	\$5.00 per hour	\$10.00 per hour	\$2.50 per hour	\$15.00 per hour
	\$60.00 per season	\$120.00 per season		
Adult Community Service Sponsored Activities	\$7.50 per hour	\$15.00 per hour	\$5.00 per hour	
	\$90.00 per season	\$180.00 per season		
Youth Community Service Sponsored Activities	\$5.00 per hour	\$10.00 per hour	\$2.50 per hour	
	\$60.00 per season	\$120.00 per season		
Continuing Education	\$7.50 per hour	\$15.00 per hour	\$5.00 per hour	Courses of 1-10 hours \$10.00 per student
				Courses of 11-20 hours \$20.00 per student
				Courses more than 20 hours \$40.00 per student

***Not for profit groups must have charitable status registration number and provide it with the registration**

There is a minimum of one hour bookings

Season consists of 12 or more consecutive bookings

Custodial Services Fees

\$22.00 per hour (minimum of three hours / \$66.00)

Issuance of a security code to user groups \$35.00 annually