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## ADMINISTRATIVE PROCEDURE 545

### COMMUNITY USE OF SCHOOL FACILITIES

#### Background

The Division believes that school facilities are a community resource that are to be made available to members of the community to increase the opportunities for leisure pursuits. The Division, therefore, approves and supports community use of school facilities for educational and recreational activities.

#### Procedures

1. School facilities will be accessible to all community groups at no cost. Community groups will include service clubs, government agencies and non-commercial groups that provide an educational or recreational service.
2. Private functions, commercial activities and political rallies, other than GYPSD Board or community sponsored forums held prior to elections for school board, municipal, provincial and federal government, shall not occur in school facilities or on school grounds except in communities where community or commercial facilities do not exist. The Division will not subsidize these activities.
  - 2.1 In communities where private functions, commercial activities or political rallies, other than those noted above, are permitted in school facilities, a fee shall be charged in accordance with the fee schedule established by the Superintendent.
3. School facilities will be available for use in a School Board, Municipal, Provincial or Federal Election in emergency circumstances only.
  - 3.1 In the event that a facility scheduled to be used as a polling station becomes unusable as a polling station on Election Day an emergency will be deemed to have occurred and a school facility will be made available upon the request of the Returning Officer.
4. Regular church or religious services, where a school is used in place of a church, are not permitted in school facilities.
5. Scheduling of community use of school facilities will be carried out in accordance with the applicable Joint Use Agreement. In communities where a Joint Use Agreement exists and the Municipal office carries out the bookings, the Municipality may charge an administration fee. This fee can be charged only where an identical fee is charged for the booking of Municipal facilities. In communities where no Joint Use Agreement exists, the Principal of the school will carry out the scheduling of community activities.

- 5.1 School activities shall have priority when scheduling community use of school facilities activities, subject to procedure 5.2.
  - 5.2 Under normal circumstances, a scheduled community use of school facilities activity shall not be cancelled to allow a school-related activity unless forty-eight hours notice has been given to the appropriate contact person. The requirement for forty-eight hours notice shall be waived in emergent situations.
  - 5.3 Cancellation of a community use of school activity shall be communicated to the Principal forty-eight hours before the time the activity was scheduled, wherever possible.
  - 5.4 All community use of school facilities activities shall be conducted in those areas specified by the Principal.
  - 5.5 All community use of school facilities activities shall be concluded by 10:00 p.m. unless the Director - Facility Services or designate has approved prior arrangements.
6. Community Use of School activities will be supervised by the sponsors of the activities in a manner acceptable to the Principal of the school.
    - 6.1 Directors of Recreation and/or the sponsors of the community use activity scheduled into a school facility shall submit the name(s) of supervising personnel to the Principal.
  7. Where Community Use of School Facilities involves instructional activities, the sponsors of such activities shall engage a competent and qualified instructor.
  8. Where Community Use of School Facilities involves the use of high cost facilities or equipment, charges will be levied.
    - 8.1 The sponsors of the community use of school facilities activity shall supply all expendable items such as paper, pens, pencils, balls, racquets, bats, etc.
    - 8.2 Charges for the use of high cost facilities or equipment shall be at least equal to charges made by a commercial supplier for a similar service.
  9. A Principal may authorize the use of furniture such as tables and chairs outside of the school facility.
  10. In accordance with their contract, contract caretakers will be assigned caretaking responsibilities that result from scheduled Community Use of School activities.
    - 10.1 The contract caretaker shall be given at least 48 hours notice of any community use activity in the school.
    - 10.2 The contract caretaker or his/her employee shall be on the school premises during all community use of school activities, in accordance with the terms and conditions set out in their contract.

- 10.3 If community use of school activities are scheduled during times when caretakers are not normally at the school, the Division shall cover the costs of the additional caretaking service for those groups identified in Procedure 1.
11. Where a Community Use of School Facilities activity involves the serving and consumption of alcohol, the activity sponsors shall obtain use of alcohol authorization.
  - 11.1 Written authorization for the serving and consumption of alcoholic beverages in school facilities shall be obtained from the Principal.
12. When damage to school facilities, furniture and or equipment occurs as a result of community use of school activities, the cost of repair or replacement will be the responsibility of the sponsors of the activity.
  - 12.1 The Principal shall be responsible for the collection of the cost of repair or replacement due to damage as a result of community use of school facilities for items covered by any budget under the control and responsibility of the school.
  - 12.2 The Director - Facility Services shall be responsible for the collection of the cost of repair or replacement due to damage as a result of community use of school facilities for items covered by the maintenance and operations budget.
13. School facilities will be accessible during July and August for the purpose of operating summer courses or summer camp activities that are acceptable to the Division. The use of schools for such camps and activities shall be at no cost to the Division and will be subject to the approval of the Director of Facility Services or designate.
  - 13.1 A fee shall be charged for summer use of school facilities, in accordance with a fee schedule established by the Superintendent or designate, prior to the use of the school facility. The fee charged shall cover all costs to the Division and shall include the cost of providing additional custodial services.
  - 13.2 Proof of adequate liability insurance shall be provided with the application for summer use of school facilities.
  - 13.3 The sponsors of the summer use of schools activities shall employ qualified personnel and the personnel shall be identified in the application for the summer use of school facilities.
  - 13.4 A plan for the provision of adequate security personnel and procedures shall be provided with the application for the summer use of school facilities.
  - 13.5 All summer use of school facilities shall be conducted only in those areas specified by the Principal and identified in the summer use agreement.
  - 13.6 The sponsors of summer use of schools activities shall supply all expendable items. Charges for the use of high cost facilities or equipment approved by the Principal shall be at least equal to charges made by a commercial supplier for a similar service.

Reference: Section 60, 61, 113 School Act

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