

POLICY

SCHOOL DISTRICT NO. 53
(Okanagan Similkameen)

COMMUNITY USE

Reference: G-7
Revised: January 22, 2010

COMMUNITY USE

Under the School Act, the use and care of school buildings and grounds are the responsibility of the Board of Education. The primary consideration of the Board regarding school facilities is their availability and readiness for school activities.

In addition, the Board welcomes the use of school facilities by community organizations and groups when not required for school activity purposes, in support of growth in community spirit, learning and health. As community use is beyond its mandate and funding, the Board considers that additional costs, including labour, operation and depreciation of its facilities attributable to community event bookings, should be met by user fees.

Principles of Community Use

1. Activities which are of an educational, cultural or recreational nature will be welcomed, and preference will be given to youth activities. Private activities (e.g. wedding receptions, family reunions, etc.) are excluded.
2. The following priorities shall apply to use of school facilities:

Category A - School District programmes and youth activities
Category B - Educational programmes (outside of those funded by the school system)
Category C - Recreational programmes which foster community growth, wellness, culture, learning and physical fitness
Category D - activities sponsored by community groups which do not reflect adversely on the goals, objectives and principles of the School District.
3. The use of facilities covered by joint-use agreements will be governed by joint committees responsible for their management.
4. The Board will establish, and periodically review, a schedule of fees, which may include facility rental fees, equipment rental fees, charges for supervisory, security or custodial costs, and such other charges deemed necessary by the Board. Costs of damage will be levied separately and in addition to rental fees.
5. User groups may be required to provide their own liability insurance and to indemnify the Board against all claims associated with the community activity.
6. User groups are divided into classifications in keeping with the Board's priorities (see (2) above). This determines the fee category applied to the activity. The group descriptions are:-
 - a) Youth activities (i.e. where all participants are under 19 years of age and where leaders/organizers are volunteers - no remuneration or surplus funds from the activity accrues to them) – NO CHARGE (related custodial costs will be borne proportionately by other categories of users). Fee Category A
 - b) Local (i.e. having the majority of its membership resident within the School District) community activities (meetings, classes, fitness and sports activity, or rehearsals and presentations for which no admission or collection is required from audiences). Fee Category B

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- c) Local (i.e. having the majority of its membership resident within the School District) community activities where some portion of revenue (registrations, admissions, etc.) becomes remuneration or compensation to leaders/organizers, or presentations for which admission or collection is required from audiences. Fee Category C
- d) Commercial activities (e.g. training camps or sessions, enterprises having an expectation of profit-making, political groups or parties, non-resident groups). Fee Category D

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Operating Regulations

1. Approval for Use

Application for use is made by completing and submitting a community use booking form. When signed by an adult who takes full responsibility for the activity under the terms of School Board policy and these Regulations, and approved by a School Board representative, the booking form becomes a rental contract agreement between the user and the Board.

Booking forms may be completed and submitted at the school where the activity is to take place, or at the School Board Office. Approval will be given by the Secretary-Treasurer's office, after necessary consultation with the school principal and pre-payment¹ of the requisite fee(s).

2. Time

a) Schools will normally be available for community use between 6:00 and 10:00 pm on school days, and at weekends², subject to their need for school activities. Special arrangements for later finish may be requested on the booking form.

b) Subject to the approval of the Board and the consent of the Principal, an elementary classroom may be rented on school days, at times when it is not required for school purposes, for a daycare or after-school care, StrongStart or Early Learning Centre which meets the following requirements:

- i) the operation meets provincial licensing requirements,
- ii) The operation satisfies the insurance requirements determined by the School District,
- iii) The operation will not disrupt or interfere with school activities, and
- iv) It is agreed that the Board and its personnel have no administrative responsibility or liability for the operation and no responsibility for supervision of the operation or the children, staff, volunteers or parents involved excluding StrongStart and Early Learning Centre.

3. Fees and Payments

- a) Fees for use of school facilities or equipment shall be administered by the Secretary-Treasurer's office.
- b) Fees are payable in advance¹, and a user group may be required to provide a damage deposit and/or proof of liability insurance.
- c) Forty-eight hours' notice of cancellation is required for return of prepaid rental fees.
- d) The Board reserves the right to revise its fee structure from time to time. Review will normally take place by June 30 to take effect the next school year.

4. Supervision

- a) User groups will provide adequate adult supervision of the participants for all rental activities.
- b) The adult supervisor (or alternate) shall be responsible for the actions and behaviour of all participants.

1. Prepayment may be modified when a season-long activity is booked. Instead of the whole fee, prepayment of initial session(s) up to one month is required. Prepayment for the rest of the season must be made in advance of the next session.
2. The Board reserves the right to limit weekend use to certain times and venues.

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- c) This designated supervisor will:
 - i) Make him/herself known to the Board employee in charge of the building.
 - ii) Ensure that specified days and times are adhered to.
 - iii) Enforce all Board regulations concerning the use of school facilities, and ensure that all participants/members of the group are made aware of these regulations.
 - iv) Limit activities and participants to the areas assigned to the group.
 - v) Supervise entrance and adjacent areas.
 - vi) Take any reasonable action required for the protection of the School District's property
 - vii) Immediately report any damage noted by or caused by the group to the Board employee in charge of the building.
 - viii) Remain in attendance during the entire period approved for use.

School District employees are fully empowered to act as the Board's representatives to ensure that these regulations are followed. If necessary, they may direct that an activity be discontinued immediately, where in their judgement, damage to a school facility may result. This constitutes authorization of the Board pursuant to Section 177 of the School Act.

- d) A custodian shall be assigned to the facility during all rental periods unless otherwise approved by the Board.
- e) Costs resulting from any breakage or damage to school property shall be the sole responsibility of the user.

5. Use of Facilities

- a) Activities must be confined to areas stipulated on the Rental Agreement.
- b) All facilities are rented on an AS IS basis. This applies to suitability, condition and service and the Board's obligation is restricted to the provision of facilities as they exist at the time of rental.
- c) Alteration, installation or fastening in any building shall only be permitted if authorized on the rental agreement.
- d) Gymnasiums
 - Appropriate footwear (soft, non-marking and separate from the wearer's street shoes) is to be used for all activities on the gymnasium floor.
 - use of gyms for dances other than school dances will only be permitted with specific authorization from the School Board.
- e) Furniture and Equipment
 - School equipment may be used in connection with a facility rental, with the prior approval of the principal, and subject to the presence of a qualified school district employee. An equipment request must be made on the booking form. A fee may be levied.
 - The cost of moving any equipment for use in connection with a facility rental and of returning it to its original location shall be borne by the facility user.
 - If furniture is rearranged, it must be returned to the position in which it was found at the beginning of the rental period.
 - Equipment belonging to a group may be used under the following conditions: - Stage or property fixtures which require bracing to walls or pinning to curtains may only be used if approved pursuant to a booking application.

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- Connection to electrical services (other than plugging in devices, such as self-contained amplifiers and projectors, to existing 110 volt outlets) will only be permitted with prior authorization from the Board's Director of Facilities. A request for this must be made on the booking form. Any special connection work must be done by a qualified technician approved by the Director of Facilities, and costs will be borne by the user.
- Lighting switchboards, sound installations and other similar equipment shall be operated only by persons qualified to do so, with prior approval of the principal. Requests should be made on the booking form.
- f) Technology
 - Computer laboratories and Education Technology shops are available only for educational purposes, subject to the presence of a qualified instructor approved by the school principal.
- g) Cafeteria and Kitchen Facilities
 - Cafeteria spaces are available under the same circumstances as classrooms; Kitchen facilities are available subject to the following conditions:-
 - (i) specific prior approval of the principal;
 - (ii) requirement is in conjunction with use of the cafeteria space;
 - (iii) user has obtained an appropriate permit for the public preparation and consumption of food;
 - (iv) user must provide all dishes, cutlery, linens, etc.
 - (v) approval of the school principal
- h) Music and performance facilities
 - The use of electronically amplified instruments may be subject to sound level limitations.
- i) Playing fields
 - The user will be expected to exercise care in the use of fields during inclement weather.
 - If, in the opinion of the School Board, the playing fields are unfit for use due to inclement weather, or requiring repair or maintenance, the Board shall have the right to refuse or cancel a permit.
 - If a booking form includes a request to move or remove backstops, uprights, goal posts, etc., this will only be permitted after approval by a school principal. School District staff will carry out the work, and the user will be charged the cost of removal and reinstatement.
- j) Parking
 - Vehicles shall be parked only in specified parking lots. Fire lanes must be kept clear at all times.

6. Food and Beverages

- a) Requests to sell refreshments should be included on the booking form. Food and beverages provided must adhere to the Ministry of Education Healthy School Food Guidelines.
- b) The consumption of food and beverages must be confined to a designated area and is not permitted in gymnasiums, auditoriums or hallways unless prior approval for the use of such areas has been obtained from the school principal.
- c) Possession or consumption of intoxicants on any school premises is strictly prohibited.

7. Advertising

Advertising in connection with any production or function may not be displayed on or affixed to any part of the school grounds or premises without prior approval of a booking form.

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8. Fire Regulations

Persons using school facilities must comply with Provincial fire by-laws and regulations. Smoking is strictly forbidden on School Board property as per Bill 10 Tobacco Act.

9. Licenses

It is the responsibility of the applicant to obtain all necessary licenses before a permit for use of school facilities will be issued.

10. Rights of the School Board

- a) The Board reserves the right to cancel, suspend or postpone any approved use when the facility is required for school use.
- b) The Board reserves the right to waive or adjust the facility rental fees.
- c) In order to ensure full and efficient use of the facilities, the Board reserves the right to refuse or to revoke approvals where, in its opinion, the attendance does not warrant the use of such a facility.
- d) The Board reserves the right to add, delete or amend regulations at any time, or to terminate any permit immediately for cause.
- e) The Board reserves the right to refuse or cancel approvals for failure to abide by any regulation or for failure to pay any fees charged for previous use.
- f) The Board reserves the right to cancel approvals, without notice, when, in the opinion of the Board, the facility is unfit for use.

11. Copyright Royalties

All persons using school facilities for activities involving stage or music performance shall hold the Board blameless in any action which may arise in the collection of copyright royalties through the Copyright Act of Canada.

12. Liability

- a) The user agrees that no warranty is expressed or implied by the Board as to the suitability or condition of the school premises rented, and accepts the said premises at his own risk.
- b) The user covenants and agrees to indemnify and save harmless the Board from all manner of actions, causes of action, suits, debts, demands, loss, costs, claims and demands whatsoever, arising either directly or indirectly as a result of the approval for any use, and that in the event of cancellation or revocation by the Board, the user shall have no claim or right to damage, or expense whatsoever, arising out of said revocation or cancellation.

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Fees

Facility	Category			
	A	B	C	D
Auditoriums - SOSS	n/c	\$27	\$75	\$180
- OSS	n/c	\$24	\$63	\$150
Gymnasiums	n/c	\$14/hr	\$66	\$159
Cafeteria/Kitchen	n/c	\$36	\$57	\$126
Classrooms (including library & cafeteria seating space)	n/c	\$15	\$36	\$57
Playing fields (any area)	n/c	\$6	\$12	\$45

With the exception of gymnasium use/Category B these rates are for a three hour or lesser session. Each additional hour or part thereof costs one-third of the appropriate rate.

For gymnasium use/Category B rate is \$14 first hour, or part thereof, 2nd and subsequent hours \$7 per half hour or part thereof.

Equipment

Computers
Projection Equipment
Technology/Industrial

An additional fee of \$3 per participant per session, to a maximum of \$21 per participant per course, prepaid with the facility rental fee for use of the above equipment.