



## **Background**

The school is an integral part of the community and may be used by parents and community organizations when not required by the school for educational programs. It is important that the use of school facilities by community members be in accordance with the directions of the Local School Board Committee and the procedures established for the division.

## **Procedures**

1. The principal, in consultation with the Local School Board Committee, shall permit the community use of school facilities in accordance with the following guidelines and procedures:
  - 1.1 Community organizations may be allowed to sponsor activities on playgrounds and using playground equipment when schools are closed provided that due care and supervision is exercised with respect to the safety of persons and property. Users shall be informed that the board will not be responsible for any losses or injuries that may occur.
  - 1.2 School facilities, including the gymnasium, will be made available to the community on the basis of the following:
    - 1.2.1 Activities and functions sponsored by the school shall be given priority.
    - 1.2.2 Organizations that are considered most beneficial to the school and the community in general will be given consideration after school sponsored activities.
    - 1.2.3 Other organizations will be given consideration if the facilities are not being used.
  - 1.3 The Local School Board Committee may establish rental rates for the use of school facilities and the funds that are collected will be forwarded to Central Office to be placed in the school budget.



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- 1.4 All applications for the use of school buildings by community organizations or persons must first be reviewed by the school principal and Local School Board Committee for approval. The organization submitting the application must appoint a member that is to be held responsible by the principal for all of the arrangements and conditions of specified for use.
- 1.5 If the approval for use is given, a copy of the rules and regulations to be followed in the use of the building will be given to the applicant. These are as follows:
  - 1.5.1 Smoking in the gymnasium is prohibited. Smoking is prohibited on school premises and grounds.
  - 1.5.2 At the discretion of the principal, areas of the school may be placed out of bounds.
  - 1.5.3 No school equipment shall be used without the principal's permission.
  - 1.5.4 Any organization using the gymnasium and who has been given permission by the principal to use school material and equipment shall return all school equipment to its customary place of storage, and remove from the school premises all equipment and materials belonging to the organization unless previous arrangements have been made with the principal.
  - 1.5.5 Any articles left on the premises shall be deposited with the principal.
  - 1.5.6 School facilities may not be used until the time given in the approval.
  - 1.5.7 The entrance doors shall be free to open by the panic bar at all times and exit lights must be operative and lit.
  - 1.5.8 In accordance with general fire regulations, all aisles, halls, stairways, passageways, lobbies and exits shall be kept free from obstructions.
  - 1.5.9 No adjustments or modifications shall be made to the lighting, heating, or ventilating equipment by any person other than a member of the care taking staff.



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- 1.5.10 Liquor and drugs are prohibited on school premises and grounds.
    - 1.5.11 Any organization renting the school facilities shall be held accountable for all damage and loss of property while using the facilities.
2. Where school facilities are rented to outside organizations, the following shall apply:
  - 2.1 A duly authorized staff member shall be on duty during and after the period of use.
  - 2.2 Caretaking staff shall be available to perform janitorial duties and inspect following the rental period.
  - 2.3 The organization is required to provide evidence of liability insurance coverage.
3. Where school facilities are approved rent free to a community organization:
  - 3.1 The organization shall be responsible for all caretaking duties.
  - 3.2 An authorized staff member shall be on duty after such use and inspect and secure the facility.
  - 3.3 If caretaking is required and involves extra expense, the organization shall pay the division directly.
  - 3.4 The organization is required to provide evidence of liability insurance coverage.
  - 3.5 The principal shall provide a report on a monthly basis to the Local School Board Committee regarding the public use of school facilities.