

Section:	Operations	
Title:	Community and After School Use of Schools	7.2.1

The Board of Education endorses the community's use of schools on a cost recovery basis for non-commercial, education, recreational and cultural programs and will develop and maintain regulations to ensure the community has reasonable access to schools when not required for the district's educational programs.

Facilities Available

All elementary and secondary schools as follows:

- classrooms (excluding specialty rooms such as kitchens, computer labs, IE shops)
- gymnasiums
- multipurpose rooms
- libraries (at the discretion of the school principal)

General Conditions

The use of school facilities for any activities other than official school district curricular or extra-curricular activities must be arranged through a Community / After School Use of School Facilities rental agreement.

Application for rental of school facilities must be completed at the District of Mission Parks and Recreation Department.

A rental agreement must be signed by the user group two (2) weeks prior to any reservation being accepted. Any changes to the conditions of the original signed agreement must be made through the District of Mission Parks and Recreation Department.

Any item not directly covered by policy must be agreed to by the Secretary-Treasurer.

School facilities are normally available from 5:00 pm on school days and on weekends when not required for school use. User group activities must cease by 10:00 pm and facilities vacated by 10:15 pm on week nights.

Elementary schools will be available to continuing users as follows:

- from mid-September to June of each year;
- schools are generally not available for the month of December unless arrangements have been made between the user group and the school principal;
- schools will not be available during regular school breaks (Christmas and Spring Break).

A user group may be bumped in favour of a school activity providing the school has issued seven (7) days notice. The seven (7) days notice can be waived by the Secretary-Treasurer (or designate) only.

Continuing reservations are for the current school year only and must be reapplied for in writing by May 30th for the following school year.

Private property must not be left or stored in a school without permission of the school principal. A school district custodian must be on duty for all after school use of a school facility, except when otherwise approved by the Secretary-Treasurer (or designate).

Entrance to the facility will be through doors as directed by school staff.

User groups will NOT be given access to the facility until the time shown on the contract. Fifteen minutes leeway for dismissal will be allowed after the time period designated.

The user group must assume responsibility for the supervision of the activity and adequate adult supervision must be provided for all youth activities. The school district reserves the right to evaluate the supervision of any activity.

An individual appointed by the user group to supervise will:

- make him/herself known to the custodian in charge on duty in the building;
- enforce all Board regulations
- supervise entrance and adjacent areas to prevent unauthorized persons from entering the building;
- limit activities to the area assigned to the group and restrict participants and non participants from entering the building;
- limit activities to the area assigned to the group and restrict participants and non participants to these areas.

Stage or property fixtures, which require nailing to the floor, bracing to the wall, or pinning to stage curtains, are not to be used.

The use of street shoes or other footwear, which would damage or mark the floors of the gymnasiums or other areas are not to be worn.

Food and drink are not permitted in school gymnasiums.

All school district buildings and grounds are non-smoking areas.

Alcohol is not permitted in school district buildings or on school district grounds.

All user groups shall agree to hold the Board blameless from all and any liability resulting from bodily injury or damage to personal property. All groups using School District facilities will be required to arrange, pay for and provide proof of public liability insurance in the amount of \$2,000,000.00 (two million dollars). The Board of Education of School District #75 (Mission) will be named as co-insured.

Reports of damage, littering from the user group or misconduct by the user group could result in the following:

- cancellation of contract;
- charges to the user group for repairs and / or replacing lost or stolen equipment;
- forfeit of future rental privileges.

General Usage of Facilities and Equipment

Generally, school facilities are not available for commercial or private use. Anyone wishing to use a school for a commercial or private venture will be referred to the Secretary-Treasurer for consideration. The district

would not consider these uses when alternate commercial facilities are available. Gymnasiums will not be rented for public dances.

The following items are not permitted to be used in gymnasiums: bats, lacrosse sticks and hockey sticks. Nerf balls only will be used for soccer, baseball and softball practices.

Use of facilities in July and August is limited and will be subject to availability. The summer maintenance program will take precedent over use of facilities.

- Facilities assigned for summer use will be determined by the Facilities Office.
- Charges will apply to all summer users in accordance with the [Facility Use Fee Schedule](#).
- School district extra-curricular activities will be exempt of charges as long as there is no fee charged or profit being made.

The only equipment available for use by user groups is as follows:

- Badminton and volleyball nets in gymnasiums (no charge);
- Chairs (see [Facility Use Fee Schedule](#));
- Tables (see [Facility Use Fee Schedule](#)).

School telephones may not be used by user groups.

License of Occupation – Classroom Rentals

When classroom space is available, the school district will consider occupation of spaces for the use of Child Care providers and other business operations. For information about rental rates see the [License of Occupation Rental Rates](#) schedule.

Payment and Fee Schedule

Rental rates for school facilities will be in accordance with the [Facility Use Fee Schedule](#). A documentation fee will apply to each application unless specifically waived as indicated by the [Facility Use Fee Schedule](#).

Payment is required in advance in accordance with the following:

- Semi-annually (September and February) for continuing activities;
- In full usage of less than five months. Payment schedule may be altered at the discretion of the school district.

Rental refunds will not be issued if seven (7) days notice of cancellation is not given.

Charges for custodial coverage outside regular custodial hours are as follows:

- Weekdays – Time and a half for first two hours and double time thereafter.
- Weekends – A minimum of four (4) hours at double time.

Priority of Users

Priority will be given to rental requests in accordance with the following:

- Ongoing school activities exclusively for students at that school or inter-school (i.e. curricular and extra curricular).
- District of Mission programs and activities.
- Chartered Youth Activities/Organizations (i.e. Boy Scouts of Canada, Girl Guides of Canada).

- All other activities.

Special events will preempt ongoing rentals with the following conditions applying:

- Schools unanticipated special events – 7 days notice
- Parent Advisory Councils – 30 days notice
- Unions/Associations – 30 days notice
- Regular Community Events – 30 days notice

Every effort will be made to schedule child related activities between the hours of 5:00 and 8:00 pm and adult activities after 8:00 pm.

School Use of Facilities

The Facilities Office must be advised on a [School Use of School](#) booking form of any use of a school for curricular or extra-curricular uses after 5:00 pm on week nights, and all uses on weekends or during summer.

Seven days advance notice is required only if there is a conflict with a previously scheduled community user.

School facilities used for personal use or gain by district staff will be in accordance with this policy, through application on the Community / After School Use of Schools Rental Agreement form and submitted to the Facilities Office for approval.

Specialty rooms may be used for extra-curricular purposes with prior approval of the Principal and Secretary-Treasurer (or designate).

Dewdney Elementary School – Special Community Use of School Provision

For events that are deemed to be ones that would have been sponsored by the community association, eligible for free use in the old community hall, and open to the community at large, the following conditions will apply:

- The school principal in consultation with the Director of Facilities will determine what events qualify for these special provisions.
- The rental applications can be made and processed at Dewdney School.
- All community events will be treated as category 1 users (see [Facility Use Fee Schedule](#)) with no charges applying if a custodian or other school staff member as approved by the principal is on duty.
- Charges would apply only to recover any direct costs faced by the school district as a result of a community use activity.

Date Adopted: May 2000

Date Amended: July 2018 (formerly AP #600)