



KENORA CATHOLIC DISTRICT SCHOOL BOARD

500 Business Administration Procedures

AP 505: Use of Facilities & Equipment

District school boards are responsible for coordinating community use of affordable school space when not being used for school purposes as a regular part of board business, and for engaging their municipalities in joint planning to facilitate community use of schools. To this end the Director Education provides this procedure to support community use of schools.

1. School Use Activities

- 1.1 Usage will be of a recreation or educational nature.
- 1.2 The following activities are deemed by the Board not to be community interest activities: wedding receptions, socials, anniversaries, private parties, games of chance, lotteries, gambling, etc.

2. Applicants

Applicants will be classified as follows:

2.1 Group 1

Those to which facilities will be made available free of charge, other than custodian overtime, where required. This group will consist of children's groups (i.e. Girl Guides), in-school groups, etc.

2.2 Group 2

Groups whose main purpose is one of education, recreation or charity. These groups will be charged a fee structure which will reflect actual operating costs, plus custodian costs, if required. This group will consist of church groups, music groups, recreational groups, etc.

2.3 Group 3

Non-commercial groups using facilities for profit making, where profits are retained by local clubs or organizations and used for the benefit of the community. These groups will be charged according to the current fee structure, plus additional service costs.

3. Community Recreation and Use Agreement

- 3.1** The Director of Education or designate will cooperate with the Ministry of Education to reduce fees and to increase access to schools for not-for-profit community groups.
- 3.2** The Director of Education or designate will monitor the use and financial effects on board facilities of the Community Recreation and Use Agreement.

4. Requests

- 4.1** Requests and agreements for the use of school facilities should be made through the principal.
- 4.2** Requests must be approved by the Manager of Operational Services.

5. Permit

- 5.1** The borrower shall sign an appropriate permit and be supplied with a copy of this procedure stating the responsibilities of the Board and the applicant.
- 5.2** The principal and Manager of Operational Services must sign the appropriate approval form.
- 5.3** A copy of each permit and approval shall be on file at the Catholic Education Centre.

6. Responsibility

6.1 Board

The Board will accept no responsibility for personal injury, damage, loss or theft of clothing or equipment of the applicant, or anyone attending on the invitation of the applicant.

6.2 Applicant

The applicant shall be responsible for

- 6.2.1** the conduct and supervision of all persons admitted to the facilities and/or grounds and shall see that all guidelines are strictly observed;
- 6.2.2** exits being kept clear from obstruction in case of fire;

- 6.2.3 paying for all damages and/or losses arising from the use of school properties;
- 6.2.4 ensuring that there is no smoking in the school facilities;
- 6.2.5 ensuring that there is no consumption of alcoholic beverages or unlawful use of drugs in the school facilities;
- 6.2.6 confirming that all persons admitted to the function being held have vacated the school buildings or grounds promptly on the time specified on the permit;
- 6.2.7 refraining from the use of facilities and/or equipment not designated on the permit.

Form associated with this procedure:

#003 - Application for Use of Facilities & Equipment

Legal References:

Education Act S. 286(j) Duties of supervisory officers to supervise buildings and property

Joint Policy Statement by the Ministry of Tourism and Recreation and the Ministry of Education, July 2004

Effective Date: September 01, 1985
Latest Review Date: March, 2010
Latest Revision Date: January 31, 2012