

Purpose/Background

The division may make portions of the Education Centre and equipment available to school sponsored programs or formal partners when such use does not conflict with business operations or create the potential for a privacy breach. The decision for use will be made with the following in mind:

- The primary purpose of the Education Centre is to support schools within the division.
- After hours use results in additional operation and caretaking costs.
- Approved user groups may be required to contribute to some of the additional caretaking costs.
- Approved user groups not part of the division may, at the discretion of the Community Use Coordinator, be required to pay an additional room rental fee. (Refer to application form for schedule of rates)
- After hours use application is to be completed and submitted to the Community Use Coordinator for consideration. Form AF5319-A Education Centre After Hours Use is found on the RVS website under Staff Forms.

Procedures

1. Booking Process

- 1.1. After hours use shall be administered by the Community Use Coordinator.
 - 1.1.1. Division officials have the right to visit and inspect meetings operating within the Education Centre.
 - 1.1.2. The Community Use Coordinator is responsible to ensure that the Head Building Operator is notified of all community use activities.
 - 1.1.3. If use is during the week, Monday to Friday, caretaking staff is responsible for building security.
- 1.2. Where more than one approved user group is in the Education Centre, the Community Use Coordinator will decide if additional personnel are required to ensure the security of the facility.

2. Authorized Users and Prioritization of Users

- 2.1. The users outlined below are authorized to use the Education Centre. The priority ranking for granting approval for Education Centre use is as follows:
 - 2.1.1. Education Centre activities after normal operating hours.
 - 2.1.2. School sponsored activities.
 - 2.1.3. Rocky View Adult Education activities.
 - 2.1.4. Formal partnership activities.
 - 2.1.5. Division affiliated groups such as Rocky View Retired Teachers' Association.
 - 2.1.6. Other specified user groups as approved by the Superintendent or designate.

3. Availability

- 3.1. The Education Centre is normally available during the months of September to June between the hours of 4:30 p.m. - 10:00 p.m. Monday to Friday.
- 3.2. Use outside of these hours must be specifically approved by the Community Use Coordinator.
- 3.3. The Community Use Coordinator shall supply adequate keys, security codes, and other necessary resources.
- 3.4. Emergency closure of the Education Centre shall result in the cancellation of use.

4. Approving Education Centre Use

- 4.1. The Community Use Coordinator is the approving authority for all after hours use.
- 4.2. The Office Services team lead (Executive Assistant for the Superintendent) is responsible for approving use that occurs during business hours.

5. Fees

- 5.1. Where additional custodial service is required as a result of use beyond the normal operating hours of the Education Centre, the division will charge the user group the cost of custodial service at an hourly rate determined by the Community Use Coordinator. This hourly rate will be determined by the Community Use Coordinator as of September 1 of each year.
- 5.2. Groups requesting the use of the refreshment centre will be charged on a cost basis for coffee/tea supplies. Arrangements for such supplies will be made through the Community Use Coordinator.
- 5.3. Rental rates may be waived for staff social functions. The decision to waive fees will be at the discretion of the approving authority.
- 5.4. Approved user groups not part of the division may, at the discretion of the Community Use Coordinator, be required to pay a room rental fee. (Refer to application form for schedule of rates).
- 5.5. Approved user groups not part of the division may, at the discretion of the Community Use Coordinator, be required to pay a damage deposit of up to \$500.00, at least two weeks in advance of the function.
- 5.6. Approved user groups not part of the division, may at the discretion of the Community Use Coordinator, be required to pay for a community use supervisor for the duration of the function. The hourly rate will be determined by the Community Use Coordinator.

6. User Group Responsibility for the Supervision of Its Members

- 6.1. The organization applying to use the Education Centre and equipment will be responsible for the supervision of, and behaviour of, each member of the group. One member of the group shall be designated by the organization to be responsible for the supervision and behaviour of the group and to sign the Education Centre Application Form AF5319-A Education Centre After Hours Use. Specific supervision responsibilities are detailed on the Education Centre Use

Application Form and the Community Use Coordinator may specify additional supervision responsibilities.

6.2. The members of any group will be liable for any costs arising from damage caused by the group or any of its members.

6.3. The Community Use Coordinator shall be advised of any damage caused by the group.

6.4. The Community Use Coordinator will assess, in consultation with the operations branch, the cost of repairing any damage caused by a user group.

7. Withdrawal of Approval to Use Education Centre or Equipment

7.1. The use of the Education Centre by an organization may be cancelled at any time if, in the view of the Community Use Coordinator or Superintendent of Schools, the privilege granted is being abused.

8. Other Regulations Governing Education Centre Use

8.1. Footwear that causes damage to floor surfaces is prohibited.

8.2. Consumption of food and beverages will be limited to those areas specified.

8.3. Smoking, alcohol consumption and/or drug use is not permitted at the Education Centre or on division property.

8.4. The use of helium balloons will not be allowed due to the sensitivity of the building's security system.

8.5. Other regulations governing community use may be established by the Community Use Coordinator as deemed appropriate.

9. After Hours Use Application:

9.1. Form AF5319-A Education Centre After Hours Use is found on the RVS website.

Reference:

- RVS AF5319-A Education Centre After Hours Use
- Administrative Procedure AP163 – Serving and Consumption of Alcoholic Beverages
- Administrative Procedure AP162 – Smoke Free School Division
- Education Act Sections 31, 32, 33, 52, 53, 68, 187, 196, 197, 204, 222, 225, 256