

Purpose/Background

School facilities are frequently used for school-sponsored extracurricular or staff activities outside of the scheduled instructional hours.

To establish procedures for school-sponsored extracurricular or staff use of school facilities, outside of instructional hours. Typically this type of usage falls after the regular school day, on weekends, or on non-instructional days, and frequently impacts school caretaking services. The intent of this procedure is to ensure regular caretaking duties are completed and the school is ready for instruction after any such event(s).

Procedure

1. General

- 1.1. It is the responsibility of the Principal to annually inform staff members of this procedure and the expectations included in it.
- 1.2. Supervision and caretaking costs for regular extracurricular usage under the Rocky View Sports Association (RVSA) are administered between the Caretaking Department and RVSA Coordinator.
- 1.3. Adequate supervision must be arranged by the school administration prior to the activity as per the RVSA Policies for High School and Middle School Sports.
- 1.4. Any extracurricular sports practices and tournaments not authorized under the auspices of the Rocky View Sports Association are subject to caretaking charges.
- 1.5. Use of facility outside of instructional days and scheduled school hours are subject to Administrative Procedure F2A - Facility Keys and Security
- 1.6. Direct payment by any group to any RVS staff member assisting in clean up or supervision is not allowed due to Workers Compensation Board regulations and CRA regulations.

2. Fundraising Events

- 2.1. Include but are not limited to:
 - 2.1.1. School run student programs, events, camps, invitational tournaments.
 - 2.1.2. Outside groups requesting use of the facility to generate money for student programs and to support other needs of the school or the community.
 - 2.1.3. Require authorization from the Principal in consultation with the Head Building Operator to determine necessary costs (see Caretaking Charges) and the required level of supervision.



3. Staff Personal/Non-school related use

- Includes but is not limited to:
 - after regular school hours access and use
 - fitness and wellness activities with or without other staff members/direct family members
- Requires authorization from the Principal in consultation with the Head Building Operator to determine necessary costs (see Caretaking Charges) and the required level of supervision

4. Caretaking Charges

- 4.1. Caretaking charges do not apply on scheduled instructional days within scheduled school hours, but may be applied outside of that scheduled time.
- 4.2. Rates are to be determined by requirements of the activity; for example:
 - 4.2.1. per half day - \$60.00 up to 4 hours (minimum booking)
 - 4.2.2. per full day - \$120.00 up to 8 hours, more than 8 hours @ \$30.00/hr
- 4.3. Charges to the school will be made to the 267-Extracurricular Chargeback Caretaking account