

## **BACKGROUND**

The Board will make specified portions of school buildings and specified equipment available to responsible organizations and individuals for specific purposes, when such use will not conflict with school needs.

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The foregoing policy statement is made with the following assumptions in mind:

1. The Board does not wish to run in opposition to community facilities designed for recreation or social activities.
2. The primary purpose of Division schools is the education of school age children.
3. Community use results in additional operation and maintenance costs. These costs are relatively the same regardless of where the school is located in the Division.
4. Community user groups are expected to contribute to some of the additional operation and maintenance costs. In the case of communities where there is a formal Reciprocal Use of Facilities Agreement user fees will be reduced.

## **DEFINITIONS**

<b>Booking Agent:</b>	A person whose responsibility it is to reserve (book) the school facilities desired by a Community User Group.
<b>Local Attendance Area:</b>	The attendance area(s) of the high school(s) serving the area. For example Cochrane schools' local attendance area includes Westbrook, Bearspaw and Cochrane attendance areas. This is also true for Westbrook and Bearspaw schools.
<b>Non-Profit Activities:</b>	Activities for which an admission is not normally charged, or activities from which all net profits are dispersed to support community or school needs.
<b>School-Sponsored Activity</b>	A non-profit activity that is directly related to the operations of the school, including extra-curricular, fund raising and charity events.

## **GUIDELINES**

### **1. Administration:**

- 1.1 Community use shall be administered centrally by the Supervisor of Caretaking. The Supervisor of Caretaking will arrange for a Booking Agent where necessary. Where a Booking Agent is assigned each school shall designate an individual to act as a liaison.
- 1.2 In schools with no assigned Booking Agent the Principal or his designate will assume the responsibility. In attendance areas where there is more than one school, the Principals of the schools involved will decide on an annual basis who will assume the responsibility.
- 1.3 School building security is the responsibility of Rocky View Schools. Division officials have the right to visit and inspect community use programs operating within school buildings.

#### **1.3.1 School Instructional Days:**

- 1.3.1.1 The Booking Agent/Principal is responsible to ensure that the Head Building Operator is notified of all community use activities. The school caretaking staff or Community Use Supervisor is responsible for building security for all community use occurring on school instructional days.
- 1.3.1.2 Where more than one community user group is in a school building, the Supervisor of Caretaking, in consultation with the Booking Agent/Principal, will decide if additional School Division personnel are required for the security of the facility.

#### **1.3.2 Non-Instructional Days:**

- 1.3.2.1 The Booking Agent/Principal is responsible to ensure that the Head Building Operator is notified of all community use activities during non-instructional school days, which include weekends, Christmas, Easter and summer breaks. During these times, when the Caretaking staff is normally on duty, they will be responsible for building security.
- 1.3.2.2 When there is no caretaker normally on duty, the Booking Agent/Principal, in conjunction with the Supervisor of Caretaking, is responsible to ensure that School Division personnel are available for the security of the facility.

### **2. Priorities:**

The Board believes that the primary purpose of school facilities is to support mandated educational activities and Board-approved activities. School facilities may also be made available for community uses. The priority ranking for granting approval for such school use is as follows:

- 2.1 Division or school sponsored programs.

- 2.2 Rocky View Community Learning programs and programs administered/funded by the Family and Community Support Services (FCSS) and Alberta Children's Hospital for students of Rocky View Schools.
- 2.3 Programs sponsored by formal partners of Rocky View Schools
- 2.4 Activities administered by the municipal government having a Reciprocal Use of Facilities Agreement with Rocky View Schools.
- 2.5 Non-profit groups:
  - 2.5.1 Non-profit leisure/recreation youth groups. 85% of the participants must reside within the local attendance area.
  - 2.5.2 Non-profit leisure/recreation adult groups. 85% of the participants must reside within the local attendance area.
- 2.6 Education Institutions, (7 colleges, universities, etc.).
- 2.7 Other community non-profit groups (includes service clubs and churches) that are located within the school attendance area. The majority of the participants must reside within the local attendance area.
- 2.8 Non-local community non-profit activities whose participants live outside of the attendance area but within the boundaries of Rocky View Schools.
- 2.9 Private groups approved by the Supervisor of Caretaking - i.e. political parties, companies, family gatherings, etc.
- 2.10 Profit-making groups, including private schools, require special circumstance approval by the Supervisor of Caretaking.

## PROCEDURES

### Availability of Space for Community Use:

1. Designated areas within schools are available for community use during the months of September to June between the hours of:
  - 6:00 p.m. - 10:00 p.m.** Monday to Friday - instructional days only  
(Use prior to 6:00 p.m. requires the approval of the school Principal)
  - 8:00 a.m. - 6:00 p.m.** Saturday and Sunday
2. Due to health and safety concerns, Industrial Arts, Band, and Home Economics facilities are **not** available for community use by user groups, including Rocky View Community Learning.
3. School use during the Easter, Christmas and summer breaks requires the approval of the Supervisor of Caretaking. Fees charged will be in accordance with Appendix A or B.

4. Each school Principal will specify by June 15 and December 1st of each year what dates the facilities will be available for the Fall and Spring periods respectively (i.e., September 1 - December 31; January 1 – June 30).
5. By September 30th of each year the school Principal will reassess school requirements. Further modifications resulting from changes in staff, fewer/more teams in the league, etc. will be noted and a revised schedule of available dates, times and facilities will be forwarded to the Booking Agent in a timely manner.
6. A community group may rent a portion of the building for a maximum of two weekday evenings per week unless otherwise approved by the Supervisor of Caretaking. This is conditional on no other community group requiring this space.
7. Schools will not be available for bingos or casinos.
8. Any group activity may be cancelled or rescheduled by the School Division with the approval of the Supervisor of Caretaking, provided two weeks notice has been given. Exceptions shall be mutually agreed upon by the Principal and group concerned.
9. Emergency closure of the school shall result in the cancellation of community use activities.

**Approving Facility Use:**

1. The Booking Agent/Principal is the approving authority except as noted in B.2. The Booking Agent/Principal can refer any request for facility use to the Supervisor of Caretaking.
2. The Booking Agent/Principal may contact the Associate Superintendent of Business and Operations to request facility usage if special circumstances exist.
3. Supervisor **of Caretaking approval is required for:**
  - 3.1 Community use of facilities during Easter, Christmas and summer breaks.
  - 3.2 Groups whose purpose would be to make a profit.
  - 3.3 Public dances.
  - 3.4 Private functions of any type.
  - 3.5 Approval of the use of a facility for more than two weekday evenings per week.
4. **Fees:**
  - 4.1 A schedule of fees will apply to the whole Division unless stated otherwise in this policy (see Appendices A - C).
  - 4.2 Fee schedules will apply as follows:
    - 4.2.1 Appendix A applies to those communities and areas that have entered into a Reciprocal Use of Facilities Agreement with Rocky View Schools and to those communities if the Board deems a Reciprocal Use of Facilities Agreement is **not** required due to a lack of municipal facilities to reciprocate use.

- 4.2.2 Appendix B applies to all communities and areas that have not entered into a Reciprocal Use of Facilities Agreement.
  - 4.2.3 A separate agreement exists with the City of Airdrie for the use of the Bert Church Theatre facility.
  - 4.2.4 Separate agreements shall exist for each formal partnership with Rocky View Schools, which may include the use of Division facilities/equipment.
  - 4.3 Fees will be payable to Rocky View Schools within twenty (20) days of the receipt of an invoice.
  - 4.4 Fees charged will include the cost of building security where deemed necessary.
  - 4.5 Where deemed necessary, a damage deposit may be levied by the Booking Agent/Principal in consultation with the Supervisor of Caretaking.
  - 4.6 Where additional custodial service is required as a result of the inappropriate or extensive use of a school, the Division will charge the user group all the costs of this custodial service.
  - 4.7 Where maintenance is required as a result of any damage caused by the user group the Supervisor of Maintenance shall assess the costs of repairing the damage. The Division will charge the user group all associated costs.
- 5. Distribution of Rental Fees:**
- 5.1 All facility rental fees will be used by the Division to defray operating costs incurred in the operation of this policy.
  - 5.2 All equipment rental fees will be reimbursed to the school utilized.
- 6. Use of Equipment:**
- Only that equipment for which fees have been established in the fee schedule can be utilized (see Appendix C), unless permission to utilize the equipment is obtained from the Supervisor of Caretaking in consultation with the Principal. When the Booking Agent/Principal approves the use of school equipment by community agencies, the booking contract will specify the terms and conditions under which such equipment may be used and, indicate rental charges for each item covered by the policy.
- 7. User Group Responsibility for the Supervision of Its Members:**
- 7.1 The organization applying to use school facilities and equipment will be jointly and severally 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 Community Use application form. Specific supervision responsibilities are detailed on the Community Use Application Form and schools may specify additional supervision responsibilities.
  - 7.2 The members of any group will be jointly and severally liable for any costs arising from damage caused by the group or any of its members.



## POLICY 22

### COMMUNITY USE OF SCHOOL FACILITIES AND EQUIPMENT

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- 7.3 The Booking Agent/Principal shall be advised of any damage caused by the group.
- 7.4 The Board shall not be responsible for accidents causing injury to any individual on school property.

#### 8. **Withdrawal of Approval to Use School Facilities or Equipment:**

In consultation with the Principal the use of school facilities by an organization may be cancelled by the Booking Agent/Principal, Supervisor of Caretaking, or the Board at any time, if in their estimation, the privilege granted is being abused.

#### 9. **Other Regulations Governing Community Use:**

- 9.1 **Liability Insurance:** Minimum of \$2,000,000 per occurrence.
- 9.2 **Footwear:** Footwear that causes damage to floor surfaces is prohibited.
- 9.3 **Food and Beverages:** Consumption of food and beverages will be limited to those areas specified.
- 9.4 **Smoking:** Is not permitted in buildings or on property of Rocky View Schools
- 9.5 **Alcoholic Beverages:** Any activity permitting the serving or drinking of alcoholic beverages on school grounds or school premises will be as outlined in Board Policy FNA, Alcohol on Division Premises.
- 9.6 **Storage:** The Principal and Supervisor of Caretaking shall determine if suitable storage space is available. Use of school space for storage may be revoked at any time.
- 9.7 **Other:** Other regulations governing community use may be established by the **Booking Agent/Principal** as deemed appropriate.

#### 10. **Appeals:**

- 10.1 A community organization may appeal a decision of the Booking Agent/Principal in writing to the Supervisor of Caretaking within thirty days of the decision.
- 10.2 A second appeal may be made to the Superintendent within 15 days of the decision of the Supervisor of Caretaking.

All appeals shall be responded to within 15 days of receipt of the appeal.

#### **Legal Reference:**

- School Act Sections 60 and 62

**POLICY 22 – APPENDIX A - REGISTERED GROUPS**

**BACKGROUND**

Applies to groups which are registered by:

- Mutual approval of the parties of a Reciprocal Use of Facilities Agreement.
- Rocky View Schools, if the Board deems a Reciprocal Use of Facilities Agreement is **not** required due to a lack of municipal facilities to reciprocate use.

Registered Group Categories: Non-Profit Leisure & Recreation		Instructional Day	Non-Instructional Day
1. <b>Child Oriented or FCSS and Alberta Children's Hospital:</b> for programs that enhance the ability of the schools to support the learning needs of the children/students of Rocky View Schools, for example; anti-bullying courses, but not for programs which enhance the individual growth and development needs of the children/students of Rocky View Schools, for example; babysitting courses.	Classroom	\$5/hr/room*	\$25/hr/room♦
	Gymnasium	\$7/hr*	\$35/hr♦
		* Charges will be waived for the first 12 uses per annum per user group.	♦ Exception: Caretaking, security and other direct costs only will be levied for approved use during summer breaks for those activities operated directly by the municipal government.
2. <b>Adult-Oriented: Airdrie, Cochrane and Chestermere</b> Minimum 2 hours per booking shall be charged; G.S.T. shall be added to all applicable fees.	Classroom	\$15/hr/room	\$45/hr/room
	Gymnasium	\$21/hr	\$63/hr
3. <b>Adult-Oriented: Other Communities</b> Minimum 2 hours per booking shall be charged; G.S.T. shall be added to all applicable fees.	Classroom	\$15/hr/room*	\$45/hr/room
	Gymnasium	\$21/hr*	\$63/hr
		* Charges will be waived for the first 12 uses per annum per user group.	

**POLICY 22 – APPENDIX B – NON-REGISTERED GROUPS**

<b>Non-Registered Categories:</b>			<b>Instructional Day</b>	<b>Non-Instructional Day</b>
1.	Leisure and Recreation Groups: • <i>Child-Oriented</i>	Classroom	\$20/hr/room	\$45/hr/room
		Gymnasium	\$30/hr	\$60/hr
2.	Leisure and Recreation Groups: • <i>Adult-Oriented</i>	Classroom	\$30/hr/room	\$60/hr/room
		Gymnasium	\$60/hr	\$90/hr
3.	Religious Organizations:	Classroom	\$30/hr/room	\$60/hr/room
		Gymnasium	\$60/hr	\$90/hr
4.	Educational Institutions:	Classroom	\$30/hr/room	\$60/hr/room
		Gymnasium	\$60/hr	\$90/hr
5.	Non-Profit Groups:	Classroom	\$40/hr/room	\$70/hr/room
		Gymnasium	\$70/hr	\$120/hr
6.	Profit Making Groups:	Not normally approved		

*Minimum 2 hours per booking shall be charged. G.S.T. shall be added to all applicable fees.*





## POLICY 22 COMMUNITY USE OF SCHOOL FACILITIES AND EQUIPMENT

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### POLICY 22 – APPENDIX C – EQUIPMENT RENTAL FEES AND CHARGES FOR OTHER SERVICES

P. A. System	\$40/event
Technology Equipment	\$25/event
Physical Education Equipment ( <i>as determined by the School Principal</i> )	\$3/item/event
Physical Education mats	\$2/mat/event
Game standards and nets ( <i>set up and take down charge</i> )	\$20/event
Other set up and take down ( <i>e.g. setting up chairs in gym</i> )	\$35/event