



POLICY 22 COMMUNITY USE OF SCHOOL FACILITIES AND EQUIPMENT

Approved: 2023 10 05

BACKGROUND

The Board believes that school facilities are provided primarily for the education of public school students and appropriate use by the community is authorized in accordance with this policy. The Board's intent is to complement, where possible, community facilities designed for recreation or social activities. The Board will make specific portions of school buildings and specific equipment available to responsible organizations for authorized purposes, when such use will not conflict with school needs.

Community use results in additional operational and maintenance costs, which are relatively the same regardless of where the school is located in the Division. Community use groups are expected to offset additional operational and maintenance costs incurred by Rocky View Schools.

Use of outdoor playing fields and parking lots is governed by AP5014 Community Use of Outdoor Spaces.

Use of indoor facilities is governed by AP5025 Community Use of School Facilities and Equipment.

DEFINITIONS

Booking Agent	A person whose responsibility is to reserve (book) the school facilities desired by group.
Instructional Days	Days on which schools provide instruction to students.
Non-Instructional Days	Days on which schools do not provide instruction to students.
School-Sponsored Activity	A non-profit activity that is sponsored by the school and directly related to the operations of the school, including extra-curricular, fund raising and charity events.
Registered Groups	Applies to non-profit organizations that are registered as a society in the province of Alberta and who have been approved as such by RVS after completing Form AF5025-B - Registered Community Group Status Application. <i>*Application for use must be from the registered group, not individual team(s), nor individual members*</i>
Private Group	A non-profit group intending to use RVS Facilities for personal or private events or functions.
Profit-Making Group	Any group whose intention is to make a profit.



POLICY 22

COMMUNITY USE OF SCHOOL FACILITIES AND EQUIPMENT

Approved: 2023 10 05

GUIDELINES

1. Rental considerations

- 1.1. Rocky View Schools reserves the right to manage community use to ensure equity amongst users.
- 1.2. Schools will not be available for bingos, casinos, and non-school approved fundraisers.

2. Approval Priorities

- 2.1. The primary purpose of school facility use is for the education of public school students. The priority ranking for granting approval for other users is as follows:
 - 2.1.1. Rocky View Schools' use.
 - 2.1.2. Programs administered/funded by Government of Alberta for students/families of Rocky View Schools (e.g., Family and Community Support Services (FCSS) and Alberta Health Services).
 - 2.1.3. Activities administered under a Reciprocal Use of Facilities Agreement with Rocky View Schools.
 - 2.1.4. Activities by Registered Groups where the majority of the participants are youths residing within RVS communities.
 - 2.1.5. Activities by Registered Groups where the majority of the participants are adults residing within RVS communities.
 - 2.1.6. Activities by Post-secondary education institutions (e.g., colleges, universities, etc.).
 - 2.1.7. Programs sponsored by formal partners of Rocky View Schools.
 - 2.1.8. Private events.

3. Availability of Space for Community Use

- 3.1. Designated areas within schools are available for community use at designated times.
- 3.2. Any community use activity may be cancelled or rescheduled by Rocky View Schools, with the condition that ten business days' notice has been given. RVS will endeavour to find an alternate suitable space for the community user when cancellation or rescheduling is required.
- 3.3. Emergency closure of a school shall result in the cancellation of all scheduled community use activities.

4. Fees

- 4.1. Annually the board shall approve Community Use of School Facilities and Equipment fees.
- 4.2. Fees will consider operational and maintenance costs for providing the space.
- 4.3. A portion of the fees collected will be returned to the school for reimbursement for equipment wear and tear.
- 4.4. Fees will be differentiated for various spaces and groups (i.e., Registered Groups vs Private Groups; Adult orientated programming vs Youth orientated programming)



POLICY 22

COMMUNITY USE OF SCHOOL FACILITIES AND EQUIPMENT

Approved: 2023 10 05

5. Use of Equipment

5.1. Only equipment for which fees have been established in the fee schedule can be rented.

6. Group Responsibility for Supervision

6.1. The group applying to use school facilities and equipment will be jointly and severally responsible for the supervision and behaviour of each member of the group.

7. Withdrawal of Approval to Use School Facilities or Equipment

7.1. The use of school facilities or equipment by a group may be cancelled at any time if the privilege granted to a community user group is being abused.

8. Liability Insurance

8.1. Community use groups must have liability insurance as per Administrative Procedure 5025 - Community Use of School Facilities and Equipment.

9. Appeals

9.1. Groups denied access may appeal a decision of the Booking Agent/Principal in writing to the Supervisor of Caretaking within 30 days of the decision.

9.2. A second appeal may be made to the Superintendent of Schools within 15 days of the decision of the Supervisor of Caretaking. The Superintendent of Schools may designate someone on their behalf to review the appeal.

9.3. A third appeal may be made to the Board of Trustees within 15 days of the decision of the Superintendent of Schools or designate.

9.4. All appeals will be responded to in writing within 15 days after the receipt of the appeal.

9.5. The decision of the Board of Trustees is final.

References:

- Section 33,51,52,53,68,187,197,222 Education Act
- AP5014 Community Use of Outdoor Spaces
- AP5025 Community Use of School Facilities and Equipment
- AF5025-A Community Use of Schools - Application for Use
- AF5025-B Registered Community Group Status Application