



**A. APPLICATION GUIDELINES**

The following guidelines are intended to:

- encourage community use of permitted school facility spaces;
- identify available spaces and times for community use;
- outline permitted uses of school division facilities;
- clarify liabilities and responsibilities;
- prioritize the order of groups having potential access to school division facilities; and
- establish rental and lease rates.

**B. GENERAL ADMINISTRATION**

1. School programming and school based activities will have priority use of all school division facilities. The local administrator has administrative authority to schedule the use of school facilities for school purposes.
2. Any use of school facilities outside normal class time (9:00 a.m. to Noon and 1:00 p.m. to 3:30 p.m.) will be required to follow these procedures.
3. All school uses by any group other than authorized student use, require the attendance of a member of the Mountain View School Division Operations team unless otherwise approved by the Secretary-Treasurer. Duties and responsibilities of this employee are detailed in Responsibilities section below.
4. Schools may deny or preempt all applications for use of school facilities for emergent school needs upon seven (7) days’ notice to the Operations Department.
5. Gymnasiums, multi-purpose rooms, meeting rooms and specifically identified classroom spaces only are available to the general public. No other spaces in the school buildings are available for general public usage.
6. Mountain View School Division reserves the right to refuse any application that it perceives as competitive with a school division program.
7. Mountain View School Division reserves the right to refuse any application that it determines contravenes any school division or local facility policy or procedure.
8. Single applications will be considered as individual requests on a “first come, first served” basis as space permits.
9. Approved uses are not transferable to any other person or organization.
10. Any fees or charges applicable to a rental must be paid in advance.
11. Exterior doors shall be locked at all times, and a supervisor from the user’s organization shall be stationed at one exterior door to allow passage of participants.
12. All persons and equipment must be removed from the property prior to the end of the agreed time. The supervising adult must be the last person to evacuate the premises.
13. Subject to the approval of the Coordinator of Operations, food may be consumed in approved areas only.

<b>Cross Reference:</b> Public Schools Act, Section 47.4			
<b>Board Informed:</b> Oct. 28, 2013	<b>Procedure Review Date:</b>	<b>Procedure Revision Date:</b> Oct. 28, 2013	<b>Page</b> 1 of 7



- 14. Renters may be required to maintain personal liability insurance as a condition of usage.
- 15. The following requirements apply to all facility users:
  - Signing a facility use rental agreement and acknowledgement of responsibility
  - Providing and maintaining, satisfactory to the school division, an emergency preparedness plan for emergency evacuation, temporary accommodations, and medical responses, to include:
    - a. Arranging communication systems, to exclude routine use of divisional telephone systems.
    - b. Maintaining accurate attendance lists of participants at each event, including names, their home addresses, and phone numbers. This information must be readily available at all times during facility use and provided to divisional or emergency response personnel upon request.
    - c. Delivery, set-up, dismantlement, and operation of any chairs, tables, or equipment required. If the Division provides such items, applicant will be responsible to pay all associated costs with set-up and dismantling.
- 16. The following are prohibited on divisional property:
  - smoking
  - consumption of alcoholic beverages
  - use of language or gestures that are profane, rude, vulgar, abusive or contradict any school division policy or procedure
  - any activity that may damage buildings or property
  - use any room for other than its intended use by school division assignment
  - any act or activity that interferes with school based initiatives
  - any act considered illegal by virtue of local, provincial or federal law, by-law, or regulation
  - application of any product or alteration to any floor, wall or ceiling finishing
  - for-profit enterprise

**C. GUIDELINES FOR STUDENT USE**

- 1. School facilities may be used at no charge by students for educational, recreational, social and cultural events.
- 2. The site administrator shall be responsible to ensure adequate supervision of an event is provided by a teacher or other adult. Supervisors will be the first to arrive at a function and the last to leave it and must remain at the facility during the entire event.

<b>Cross Reference:</b>		Public Schools Act, Section 47.4	
<b>Board Informed:</b> Oct. 28, 2013	<b>Procedure Review Date:</b>	<b>Procedure Revision Date:</b> Oct. 28, 2013	<b>Page</b> 2 of 7



**D. GUIDELINES FOR COMMUNITY USE**

1. School facilities are available for public use between the hours of 7:00 a.m. and 10:00 p.m. when not required for educational or school related functions.
2. All applicants must pay the applicable rental fees in advance. A security deposit may be required for certain events.
3. Equipment may only be brought into the facility with prior approval; the Division will not be responsible for any damages, loss or liability.
4. Names of supervisors must appear on the application and at least one (1) must be in attendance at all times.
5. Facilities will not be available to the public for activities unless an approved divisional employee or agent is in the building at all times. For non-scheduled hours the applicant will be required to pay for any additional hours charges as per the attached fee schedule.

**E. GUIDELINES FOR LONG-TERM USE**

1. Long-term use must be approved by the Secretary-Treasurer.
2. Requests for the use of school space to establish daycare facilities require the approval of the Board of Trustees.
3. All applicable rental fees due monthly on the 1<sup>st</sup> day of the month.
4. Equipment may only be brought into the facility with prior approval; the Division will not be responsible for any damages, loss or liability.
5. Names of supervisors must appear on the application and at least one (1) must be in attendance at all times.
6. No alterations to the facility are permitted without written approval from the Coordinator of Operations.
7. Usage is permitted only during agreed upon times and in approved spaces. Any additional space required must be applied for as per the guidelines of this procedure.

<b>Cross Reference:</b> Public Schools Act, Section 47.4			
<b>Board Informed:</b> Oct. 28, 2013	<b>Procedure Review Date:</b>	<b>Procedure Revision Date:</b> Oct. 28, 2013	<b>Page</b> 3 of 7



**F. RENTAL FEES**

Periodically the Division will recalculate rental fees for the use of Division facilities. These fees will apply to permits, based on:

- utility costs
- costs of issuing and administering facility use
- administrative costs for Division insurance and emergency preparedness requirements
- additional custodial and maintenance costs
- additional services, such as delivery of sound systems and equipment, etc.
- when applicable, depreciation and wear costs for building, grounds, and equipment
- other costs as deemed necessary following review by the Operations Department

Rental fees are detailed in [Appendix A](#) (attached).

**G. WHEN CUSTODIANS ARE NOT REQUIRED**

Custodial staffing is not required when:

1. The event is supported and approved by the School Administration as a school program
2. The Division initiates or supports the event
3. Use is applied for and the event operates consistently within normal procedural requirements
4. A divisional employee or agent is on site at all times during the event
5. The school administrator is satisfied that the supervisor of the event is a qualified caregiver for the participants and facilities, consistent with divisional requirements
6. The building is secure from public access
7. At the conclusion of the event, the facility is cleaned to the standard condition, and the building is secured

**H. DIVISIONAL, SCHOOL, PUBLIC OR EMPLOYEE USE OF SCHOOLS**

All situations of use of facilities including school, public, or employee usage require that:

- an application is completed and approved;
- the Division is aware of the event; and
- the applicant complies with all guidelines to protect the participants and the Division from concerns related to:
  1. liability
  2. vicarious liability
  3. negligence

<b>Cross Reference:</b> Public Schools Act, Section 47.4			
<b>Board Informed:</b> Oct. 28, 2013	<b>Procedure Review Date:</b>	<b>Procedure Revision Date:</b> Oct. 28, 2013	<b>Page</b> 4 of 7



**I. PRIORITIZATION OF APPLICATIONS**

Notwithstanding long-term lease or rental agreements, priority for available school space will be granted based on the following priority:

1. School events
2. Divisional events (includes Continuing Education, physical education events, music events, etc.)
3. Meetings or activities sponsored by Parent Advisory Groups
4. Regular meetings or activities of student/child based groups (i.e. 4-H clubs, dance groups, sports groups, etc.) whose participants are residents of Mountain View School Division catchment areas.
5. Meetings or events of local recreation commissions
6. Adult activity, recreation and sporting groups
7. Concerts and other functions sponsored by recognized community service clubs and local non-profit organizations where the admission charge is used to help defray expenses for charitable work in the community
8. All other events and functions

\*School administrators will be consulted when prioritizing applications in school buildings.

**J. IDENTIFYING PUBLIC USE SPACES**

1. Generally, dependent on a school's programs and subject to consideration of any existing joint use agreements, the following locations will be available in schools for permitted use:
  - a. gymnasiums
  - b. multi-purpose rooms
  - c. meeting rooms
  - d. select classrooms
2. Special consideration may be given for continuing education or partnerships supported by the board.
3. The Operations Department will confirm each school's public use spaces and available times.

<b>Cross Reference:</b>	Public Schools Act, Section 47.4		
<b>Board Informed:</b> Oct. 28, 2013	<b>Procedure Review Date:</b>	<b>Procedure Revision Date:</b> Oct. 28, 2013	<b>Page</b> 5 of 7



**K. PROCEDURES FOR APPLYING FOR FACILITY USE**

1. Applications for use by the public or any external organization may be obtained from the local school or the Board Office (see [Appendix B](#)). The application form is also available on the Division website at [www.mvsd.ca](http://www.mvsd.ca).
2. Applications by internal groups, classes or employees will be accepted only through SchoolDude’s FS Direct application process.
3. When possible, applications should occur at least 10 working days in advance of the function and be accompanied by the rental fee (if applicable).
4. The signature of the supervisor must be on the application. This signature signifies agreement to:
  - a. protect, indemnify and save harmless the Division, its servants or agents from all claims for damages which may arise out of the use of buildings/equipment by the applicant; and
  - b. pay for any damages incurred to buildings and equipment.

**L. APPROVAL PROCESS**

Providing no conflict exists with any existing agreements:

1. Approval must be obtained from the site administrator or designate and the Coordinator of Operations or designate and will be granted based on the previously outlined prioritization.
2. Once approvals have been granted, the application for use of school facilities will be deemed to be the rental agreement.
3. Questions arising from the prioritization of facility use will be directed first to the Coordinator of Operations, then to the Secretary-Treasurer and finally to the Board (if necessary) for resolution.

**M. TIMES AND SCHEDULES**

Providing no conflict exists with any existing agreements:

1. Available space and times for public usage at each facility will be determined by the Operations Department in consultation with the site administrator.
2. The Site Administrator maintains responsibility for ensuring that times do not conflict with school division policies, programs, or requirements.
3. Usage is not generally granted on Professional Development days, holidays, and during school break periods; however, consideration will be given to special requests.
4. Public usage is granted only after the regular school class schedule.

<b>Cross Reference:</b>		Public Schools Act, Section 47.4	
<b>Board Informed:</b> Oct. 28, 2013	<b>Procedure Review Date:</b>	<b>Procedure Revision Date:</b> Oct. 28, 2013	<b>Page</b> 6 of 7



**N. RESPONSIBILITIES OF OPERATIONS STAFF DURING PUBLIC FUNCTIONS**

1. Operations staff scheduled during public use events are there to assist with the protection of school division property. They are not assigned to clean, care for or monitor participants of a public event.
2. Operations staff will be present 15 minutes prior to commencement of an event to permit access to the event supervisor. Facility doors are to remain locked at all times and access to participants must be monitored by the event supervisor or designate.
3. Should the supervisor not be present within 15 minutes of the scheduled time, the event will be deemed to be forfeit and the agreement cancelled. Any applicable charges will still apply.
4. Acceptable requests of Operations staff will be limited to:
  - a. opening and closing buildings, doors and windows
  - b. turning lights and systems on and off
  - c. adjusting temperature control when deemed necessary by the Operations Department
  - d. emergency cleaning during the event
  - e. normal cleaning subsequent to the event
  - f. maintenance of restrooms during and subsequent to the event
5. Preparing the school for the next day subsequent to the event.

<b>Cross Reference:</b> Public Schools Act, Section 47.4			
<b>Board Informed:</b> Oct. 28, 2013	<b>Procedure Review Date:</b>	<b>Procedure Revision Date:</b> Oct. 28, 2013	<b>Page</b> 7 of 7



**Rental Fee Schedule**

**Exempt From Facility Rental Fees**

- Activities sponsored by the Board
- Meetings or activities sponsored by the Parent Advisory groups
- Regular meetings or activities of Student/Child based groups and organizations (i.e.: 4-H Clubs, Nursery Schools, Dance Groups, etc.)
- Nursery School Programs
- Meetings of recognized community service clubs

Activities of local recreation commissions may be negotiated under a separate agreement with the school division

**Rental Fees**

Effective October 28, 2013, the following rental rates will be assessed for the use of Division facilities:

<b><u>Facility</u></b>	<b><u>Rate</u></b>
Regular Classrooms	\$ 5.00 per day or portion thereof
Small Conference Rooms	\$ 5.00 per day or portion thereof
Multi-Purpose Rooms, Cafeteria	\$ 20.00 per day or portion thereof
Gymnasiums	\$ 30.00 per day or portion thereof
Tables	\$ 5.00 each per day
Chairs	\$ 0.30 each per day
Risers	\$ 10.00 each per day
Portable Stage	\$ 15.00 each per day

Set-up costs are not included in the rates outlined above and will be assessed at \$25.00 per hour.

All functions requiring the set-up of chairs will carry an additional charge of \$10.00 per 100 chairs.

When an event is to be held during a non-regularly staffed period, a minimum 3-hour supervision charge will be assessed at \$25.00 per hour.

All fees are subject to applicable taxes.

**Long Term Rental of Facilities**

Organizations renting or leasing space from the school Division on a long term basis will be required to enter into a lease agreement and will be assessed monthly fees as follows:

(Square footage utilized) x (Divisional per square foot Maintenance costs) / 12 months



## SCHOOL FACILITIES USE APPLICATION

### Introduction:

The purpose of this Policy/Application is to manage and reduce the risk of injury to persons using school facilities or grounds. The school Division (“**DIVISION**”) acknowledges that school facilities are an integral part of the community. It is to the benefit of the individual / group wishing to use school property to take all reasonable steps to reduce the risk of such injury. **DIVISION** therefore requires that you (the outside user/applicant, herein called **APPLICANT**) demonstrate to the satisfaction of **DIVISION** that there will be sufficient controls in place to follow the conditions of the permit and to prevent foreseeable harm or property damage related to activities at the event. **DIVISION** has developed this Outside User Policy in order to:

- Establish rules for the use and operation of school facilities by outside individuals and user groups
- Promote safe, responsible use of these facilities
- Reduce the risk of injuries/property damage and subsequent liability risk

Even small groups holding low-risk functions such as meetings and conferences may be vulnerable to lawsuits for injuries that arise out of their activities. User groups and their organizers are not covered under the school board’s liability insurance, and must therefore obtain liability insurance for their activities, or confirm with their insurance broker that they are covered under their home owners insurance policy.

Individuals or groups running organized or higher risk activities such as using the gym for sports, using the shops for projects, using athletic field(s) for sports or sponsoring an event/function where tickets are sold, or where attendance exceeds 150 persons, face greater risk and must therefore ensure they have liability insurance coverage to protect themselves from lawsuits for injuries (a minimum of \$2,000,000 coverage is recommended).

Various outside groups may have access to liability insurance from their parent organizations such as Sport Manitoba, Boy Scouts, Girl Guides etc. and should confirm for themselves whether such insurance exists for them. Local Recreation Commissions may have insurance that would cover the proposed activity. **An alternate source of liability insurance is available through the DIVISION.**

**APPLICANTS** will not be permitted use of facilities unless they accept the **Conditions** printed herein. **APPLICANT**/permit holder hereby agrees to indemnify and save **DIVISION** harmless from all claims arising from the event/function.

### Conditions:

All applicants shall be required to adhere to all the conditions and terms as outlined herein:

1. The custodian will be responsible to open and close the facilities upon presentation of the completed and authorized School Facility Use Application.
2. The building is to be used only on the date or dates, and hours, and for the purpose specified on the Application. The times listed on this form are the times that the participants can enter the facility and must vacate the building.
3. An **APPLICANT** will provide competent and trustworthy adult supervision, and the amount of adequate supervision will be agreed upon at the time the **authorization is provided**. The members of the **APPLICANT** group, organization or spectators while in the building will be under the immediate supervision and control of the aforementioned trustworthy adult(s) who will undertake personally to be responsible to the custodian to ensure the conditions for use of the facility and requirements of the School Division are followed. The name(s) of the supervising adult(s) must be recorded on the School Facility Use Application form.
4. If a program requires the use of more than one room, the **APPLICANT** must provide one adult supervisor for each room in use.
5. The following restrictions apply to the use of division owned facilities:
  - a. Alcoholic beverages and smoking are prohibited on school property.
  - b. Matches, candles or any naked light are prohibited under any circumstances in the building. c. Glass bottles or containers are prohibited in gymnasiums or auditoriums.
  - c. Applying powder, wax, or any other preparation to gymnasium floors is prohibited.
  - d. Apparatus or structures are not allowed to be placed upon or erected on school property unless authorized by the Principal on the School Facility Use Permit form.
  - e. Use of school equipment such as gymnasium mats and apparatus, moveable equipment and apparatus and computer equipment is not allowed unless authorized by the Principal on the School Facility Use Permit form.
  - f. School computer classrooms and equipment are not available for use by Category II applicant.
  - g. School Industrial Arts, Vocational Shops and equipment are not available for community use only by Continuing Education and Recreation Commission sponsored programs with qualified instructors.
6. Appropriate athletic footwear must be worn in the gymnasium or auditorium for sport activities.
7. All admittance charges or monetary collection by the **APPLICANT** must be clearly stated on the Application form.
8. Authorizations are not transferable.
9. Usage is subject to all by-laws of the Province and/or Municipal regulations governing the use of public buildings in the Municipality.
10. Authorization issued for extended / continued use is not valid during any school holiday.
11. An **APPLICANT** granted extended / continued use of a facility, must give one week’s notice in writing before the date of discontinuation. School Division reserves the right to discontinue or cancel any approval on short notice.
12. Improper use of school property, for the use of which approval has been granted, may result in immediate cancellation of the approval.
13. The **APPLICANT** that has received approval to use school facilities will be responsible for any loss or damage to the building or equipment resulting from use by him/her or any other persons, whomsoever covered by the application. As soon as practical following use of a facility by an outside group, the Principal or Custodian will inspect the facilities used for evidence of damage or improper use. If there has been damage a written report of the damage will be provided by the inspector to the School Principal and the Coordinator of Operations. The Coordinator of Operations will determine the cost to repair the damage and will arrange for an invoice in that amount to be issued to the **APPLICANT** responsible for the damage.
14. The **APPLICANT** will protect, indemnify and save harmless the School Division, its servants or agents, of and from all claims for damages that may arise out of the use of the aforementioned buildings by the applicant and will have or obtain liability insurance for the activity / event that it is sponsoring.

***Please complete School Facilities Use Application - Part 2 (on reverse page)***

## SCHOOL FACILITIES USE APPLICATION – PART 2

School: \_\_\_\_\_

Applicant: \_\_\_\_\_ Name of Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

Time of Use Applied For: Time From: \_\_\_\_\_ AM PM Date From: \_\_\_\_\_  
 Time To: \_\_\_\_\_ AM PM Date To: \_\_\_\_\_

Reoccurrence: Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

Particulars of Activity: \_\_\_\_\_  
 \_\_\_\_\_

Number of Participants Expected: \_\_\_\_\_ Approximate Age of Participants: Adults \_\_\_\_\_ Children \_\_\_\_\_

Names of Designated Supervisors: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Requirements: (Facilities/Equipment)**

Gymnasium # \_\_\_\_\_ Music Room \_\_\_\_\_ Classroom \_\_\_\_\_ Theatre \_\_\_\_\_ Multi-Purpose Room \_\_\_\_\_ Athletic \_\_\_\_\_ Shops \_\_\_\_\_

Other: \_\_\_\_\_

Type and Quantity of Equipment, if Required: \_\_\_\_\_

**FEES PAYABLE:**

**Rental**

1. Use of Facilities (Gymnasium/Theatre, # \_\_\_\_\_ Classroom) \$ \_\_\_\_\_

2. Use of Equipment \$ \_\_\_\_\_

**Staffing**

3. Custodian - # hours Regular Time \_\_\_\_\_ \$ \_\_\_\_\_  
 O/T \_\_\_\_\_ \$ \_\_\_\_\_

**Insurance**

4. Liability Insurance Prem. (from chart at the right) \$ \_\_\_\_\_

**Other**

5. Other (described below) \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

SPORTS	Number of Participants	Liability Insurance & Premium		
		One Day	Two Days	Seasonal
Badminton, Dance Lessons, Horseshoes, Tennis	1 - 25	\$25	\$50	\$75
	26 - 100	\$50	\$100	\$150
	101 - 250	\$75	\$150	\$225
	Over 250	Refer	Refer	Refer
Baseball, Basketball, Field Hockey, Floor Hockey, Handball, Racquetball, Soccer, Squash, Softball, Volleyball, Non-Contact Touch/Flag Football, Track & Field	1 - 25	\$50	\$75	\$150
	26 - 100	\$100	\$150	\$300
	101 - 250	\$150	\$225	\$450
	Over 250	Refer	Refer	Refer
Recreational Non-Contact Ball Hockey	Pick-up Max 30 Players League	\$50	\$75	\$100
		Refer	Refer	Refer
MEETINGS & OTHER EVENTS	Number of Participants	Premium		
		Day	2 - 3 Days	Over 3 Days or Seasonal
<b>No Alcohol:</b> Example: Arts & Crafts, Bridge, Sewing Groups, Church meetings, Rummage Sales, Prenatal Classes, Seniors Group Meetings, Family Reunions, Teas, Homecomings, Anniversary Parties	1 - 25	\$25	\$50	\$75
	26 - 100	\$50	\$100	\$150
	101 - 250	\$100	\$200	\$300
	251 - 500	\$150	\$300	\$500
	Over 500	Refer	Refer	Refer
<b>Activities Not Listed - Contact L. Baker at Western Financial Group Insurance Phone 1-800-665-8990 Ext. 7220</b>				

If insurance is applied for above, fax this form to HED Insurance 204-957-0678, Attention: Linda Baker. Mail a copy of this form and a cheque payable to the Mountain View School Division, to the attention of the Coordinator of Operations.

Other terms or conditions: \_\_\_\_\_

This is to certify that I (My organization), while occupying said facilities, will provide and be responsible for adequate adult supervision and the security of school property and will abide by all rules and regulations as established by the school and/or DIVISION. I (we) agree to pay for any damages incurred to property and/or equipment and to pay rental fees as outlined. The applicant (user group) will protect, indemnify and hold harmless the School Division and its agents from all claims for damages that may arise out of the use of buildings or grounds by the applicant. If liability insurance premium is not indicated above, the permit holder (user group), agrees to obtain his/their own liability insurance for this even and provide proof of same.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ Signed (Contact person): \_\_\_\_\_

Approved by (Coordinator of Operations): \_\_\_\_\_ Date (d/m/yr): \_\_\_\_\_

- Note: 1. Rental and Insurance fees are payable to the Mountain View School Division and are forwarded to the Division Office upon completion of the School Facilities Use Permit.  
 2. Custodial fees and/or other service fees will be determined and billed after the event from the Division Office. Custodial charges will be paid from the Division Office.

Copies for: Principal Custodian Division Office User