

POLICY: COMMUNITY USE OF SCHOOL FACILITIES

The Sunrise School Division School Board promotes the use of school facilities and specified equipment in ways that optimize education, recreation, social well-being, and cultural health for the local community, not-for-profit groups and organizations within the immediate community. However, the requirements of any school shall receive first priority when there are multiple requests for the use of any school building or grounds. The authorization for use of school facilities shall be at the discretion of the principal or designate.

School facilities are available Monday to Friday evenings and weekends provided that the space is not required for use by the school, maintenance projects are not scheduled, the use of the facility is appropriate, and the required security arrangements can be made.

All school facilities **shall be** closed for public use on statutory holidays, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day and days that the facility is closed. (Ex. due to cold or storm conditions.)

In addition, granting the use of school facilities shall not be considered as endorsement or approval of any group or organization, or of the purposes they represent. In order that no extra costs accrue to the Division from the use of school facilities, it may be necessary to charge fees as defined below:

- Administration Fee - The amount of money charged to cover the cost of processing Community Use permits.
- Rental Fee - The amount of money charged for the use of space and utilities.
- Weekend, School Break and Summer Permit Surcharge - The amount of money charged to offset the additional cost of utilities.
- Building Security Fee - The amount of money charged to cover the cost of securing the building.
- Insurance Fee - The amount of money charged to gain insurance coverage from the Division if proof of own liability insurance is not provided.

PRIORITY USE

The order of priority in issuing permits **shall be** as follows: (a) School Use, (b) Continuing Education - Division operated, (c) Leaseholders/Early Learning Children's Centres, (d) Non-school youth programs evening weekdays (all participants 17 years of age or younger), (e) Community group use involving adults (recreation etc.)*, (f) Private Groups of sectarian or limited membership nature (g) Non Local Groups - recreational, social and educational * Where 50% or more of a group are resident within the Division boundaries, this will be considered a Community group. Permit holders will be billed for any fees payable.

Emergency Use of School Facilities

In the event of emergency situations affecting the welfare of the citizens of the School Division, the services and/or facilities of the Division will be made available to assist with the situation.

Every effort shall be made to minimize any disruption to the school system. In the event that long term support is required, the full responsibility of the School Division to its students shall be maintained.

Public requests for emergency support from the Division should be directed to one of the senior administrative staff.

PROCEDURE: COMMUNITY USE OF SCHOOL FACILITIES REGULATIONS

General Procedures and Regulations

The following general procedures/regulations will apply to the community use of school facilities: (a) The form **School Use Permit** (KF-E) shall be completed and submitted to the Principal of the school **at least two weeks in advance of the date** for which the facility is required. (b) The School Principal and the Head Custodian of the facility shall decide whether the facilities are available during non-school periods. (c) All user groups must have **\$2,000,000 Liability Insurance** and provide evidence of such coverage. If the User Group does not have the required insurance, or is unsure, it can be provided at the time of application at the premiums for the various activities and duration of use of the school facilities, as indicated in Outside User Liability Insurance Rates included on the form. If the intended activity is not shown on the form, contact the Sunrise School Division for direction.

Operational Guidelines for Users

- The applicant will protect, indemnify, and save harmless the School Division, its servants or agents, of and from all claims or damages that may arise out of the use of the aforementioned buildings by the applicant. The user shall be responsible for any loss or damage to the building or equipment resulting from use by him/her or any other persons covered by the permit.
- The Division reserves the right to cancel a permit at any time.
- The members of any group, organization, or spectators while in the building must be under the immediate supervision and control of a trustworthy adult who will undertake personally to be responsible to the Custodian, or other Division staff member, for the observance of the requirements and rules of the school and the School Division. The name(s) of the supervising adult(s) must be entered upon the application for permit.
- The building is to be used only on the date or dates, and hours, and for the purpose specified on the permit.
- Requests for use of any school equipment must be made at the time of application. Permission to bring any equipment into the building or onto the school grounds must also be made at the time of application.
- Alcoholic beverages and smoking are not permitted in school facilities or on school grounds.
- No matches, candles, or any open flames may be used in the building.
- Athletic shoes with non-marking soles must be worn in the gymnasium for any sports activities.
- The application of powder, wax, or any other preparation to floors for dancing purposes is prohibited.
- Permits are subject to all By-laws of the Province or municipal regulations governing the use of public buildings.
- The Board or any person authorized by the School Board, may inspect the premises at any time and may stop any activity which contravenes Division policy or any other use of or activity being carried out on the premises which in the opinion of the School board or such authorized personnel may cause damage to the school or its equipment. Any person found in violation of the above regulations may be evicted, and the permit holder's privileges may be cancelled.
- The Board, and/or its employees, do not assume any responsibility for personal belongings permit holders brought into or left in a school or on school premises, whether by permission or otherwise.
- Any and all use of the Division facilities shall be totally free from illicit and/or illegal behavior. Any violations will be reported to the authorities.

User Fees

The Board reserves the right to accept or reject applications for any reason and/or to charge appropriate fees. The following guidelines apply:

- A minimum 3-hour custodial charge will be assessed in situations deemed to require extra custodial support;
- The Principal at any time may charge a damage deposit to a user group;
- School administrator will set the fee to use school equipment.

Fees will be paid to the School Division and added to the School Budget. User fees are to be paid upon the issuance of the School Use Permit and forwarded to the **Sunrise Business Centre**. Any additional custodial and/or damage fees will be determined and billed for after the event.

Cancellation Fees

A \$20.00 administration fee may be charged if at least one week's notice has been given, otherwise the full payment will be forfeited. Cancellations for July and August must be made by June 23rd. Full fees will be charged for summer bookings cancelled after June 23rd.

Procedures for Weekend and After School Hours Use

If anyone is to use Sunrise School Division facilities on the weekend or after school hours, the following guidelines will need to be followed: (a) Sunrise School Division Personnel will need to open / close building (b) People able to open/close/monitor the building are: custodial staff, administrative staff, staff members who have been trained or staff from organizations with shared services agreements (c) Supervisor of the event must be present at all times while the user group uses the division facility (d) Supervisor of the event must be prepared to do a light clean up (washrooms, garbage, etc.). The school is to be left in the condition it was at the start of use. Persons able to open and close the building must be safety trained on: (1) How to evacuate the building (2) All safety equipment (3) Emergency contacts.

Each school will need to prepare an emergency contact list for the person responsible for the opening/closing/monitoring of the building.

The person opening / closing the building will be responsible for the school keys. If these keys are lost and the school division needs to re-key the building, the costs will be passed onto the person responsible for opening / closing the facility.

**If insurance is being applied for, EMAIL this application form to Western Financial Group Insurance Solutions
Attention: R. Holm at rebecca.holm@westernfgis.ca with a cc. to sbonneteau@sunrisesd.ca**

**Once the Liability Insurance Application is received and processed, the Certificate of Insurance will be sent to the Sunrise School Division
Community Use Coordinator: Stacey Bonneteau 204-268-6516 sbonneteau@sunrisesd.ca and returned to the School for their files.**

COMMUNITY USE OF SCHOOL FACILITIES

(Please Print)



Permit # _____

School Name: _____

Facility: _____

Organization: _____ Contact Person: _____

Address: _____ Phone: (H) _____ (C) _____

Email Address: _____

Time of Use: (Indicate days of the week for repeated use over an extended time period. **MUST** be submitted at least 2 weeks prior to start date)

Date(s): M/T/W/T/F/S/S _____ **From:** ____:____ AM / PM **To:** ____:____ AM / PM
(CIRCLE DAY) DATE / MONTH / YEAR START TIME END TIME

Date(s): M/T/W/T/F/S/S _____ **From:** ____:____ AM / PM **To:** ____:____ AM / PM

Particulars of Activity: _____

Approximate Number of Participants Expected: (12 or under) # _____ (13-17) # _____ (18 or over) # _____
Age Range Age Range Age Range

Name of Supervisors: Telephone: Email:

(1) _____

(2) _____

Name of person responsible for opening and closing the facility for weekend or after hour use (**SEE reverse for responsibilities**)

_____ (Home #) _____

Email: _____ (Cell #) _____

Requirements: (Facilities/Equipment)

Areas of School / Facility Requested (indoor/outdoor): _____

Type and Quantity of Equipment if Required: _____

Equipment Being Brought into the Facility: _____

Fees:

1. Administration \$ _____

2. Rental Fee: Equipment \$ _____
 Space, Utility, Maintenance \$ _____
 (\$30.00/hr.)

3. School Break Surcharge \$ _____

4. Other: _____ \$ _____
(Description of Fee)

Sub-Total \$ _____

5. Liability Insurance Prem. \$ _____
(Prices may change without notice)

8% Sales Tax \$ _____
(on Insurance Portion ONLY)

Total \$ _____

OUTSIDE USER LIABILITY INSURANCE RATES \$2,000,000 COMMERCIAL GENERAL LIABILITY				
SPORTS	NUMBERS OF PARTICIPANTS	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, Swimming with Lifeguard, 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
MEETINGS & OTHER EVENTS	NUMBERS OF PARTICIPANTS	PREMIUM		
		One Day	2 - 3 Days	3+ Days
Examples :Arts & Crafts, Bridge, Sewing Groups, Church Meetings, Prenatal Classes	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	

For activities not listed – Please contact Stacey Bonneteau at Sunrise School Division - sbonneteau@sunrisesd.ca

Note: Once insurance rate is decided upon and payment is received from the community member; the school will email this form to R. Holm at Western Financial Group Insurance AND cc: Stacey Bonneteau at Sunrise School Division – Business Centre.

Email: rebecca.holm@westernfgis.ca AND cc: sbonneteau@sunrisesd.ca

(Cheque Payable To: **Sunrise School Division**)

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 or breakages incurred to property and/or equipment and to pay rental fees as outlined, including custodial wages. The permit holder (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 permit holder. If liability insurance premium is not indicated above, the permit holder (user group), agrees to obtain his/their own liability insurance for this event.

Dated this _____ day of _____ Year _____ Signed (Contact Person): _____

Entrance to be used: _____ Time of Entry: _____

Evidence of Insurance has been provided _____

Permit Approved by Principal/ Authorized Officer / Designate: _____ Date Issued: ____/____/____

For Internal Office Use Section: Date Received: _____ Reviewed Date: _____ Deposit/Invoice Required: _____

Certificate Received: _____ Certificate Emailed: _____ Approval: _____ Comments: _____