

## Administrative Procedure 550 - Community Use of Division Owned Property

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### Background

The Division maintains property (buildings, equipment, and supplies, etc.) to facilitate the instruction of students, and for the efficient operation of the school system. Division property is not intended to provide service to individuals, groups and organizations on a regular basis, nor is it intended to compete with other businesses in the community, or provide any service for business or commercial purposes. All school property is the property of the Division.

The Division agrees that use may be made of Division owned property by the public as long as those activities do not interfere with regular school programs. In priority order, such uses include:

- school or Division-sponsored activities
- local community-sponsored public service and non-profit activities
- non-local community sponsored public service and non-profit activities
- privately-sponsored activities and for profit activities.

### Procedures

1. The use of school facilities, materials and equipment shall be authorized by the Principal or site manager.
2. The Division requires that uses of all school owned property be recorded on approved forms.
  - 2.1. The appropriate form must be completed by the user and approved by the Principal/site manager.
  - 2.2. Two copies will be prepared: one for the Principal and one for the applicant.
  - 2.3. Applications are to be made at least one week prior to the actual time of the desired use of the facility. The Principal has discretionary power to waive this advance notice.
  - 2.4. Schools shall only use forms approved by the Secretary Treasurer.
3. School sponsored activities have precedence over all other types of activities. If it becomes necessary to book a school related activity at the same time as another function has been scheduled, it is expected that the community organization would be given reasonable notice of that change.
4. It is strongly recommended that the following items of school equipment not leave the building in which they are housed:
  - 4.1. Pianos
  - 4.2. Science Equipment
  - 4.3. Industrial Arts - Machinery, Tools
  - 4.4. Computers and other technology
5. Chairs and tables may be loaned/rented to community groups with the permission of the Principal in accordance with procedures and fees which are established from time to time by the school.

6. The Division has the right to withdraw or deny the use of Division owned property by any organization or group and shall provide reasons for its decision in writing.
7. The use of fireworks, open flames and/or candles at a specific event are not allowed unless approved by the Secretary Treasurer.
8. User groups will adhere to *Administrative Procedure 162 "Prohibited Recreational Consumables"* and schools shall ensure individuals and groups seeking to use school facilities shall be notified of the provisions of *Administrative Procedure 162* when the application is made for the use of the facilities.
  - 8.1. The Division recognizes the traditional use of tobacco by Indigenous people as part of their spiritual practices. With the prior approval of the Principal or supervisor, the use of tobacco is permitted as part of religious and ceremonial events. Allowances for smudging are explained in *Appendix B of Administrative Procedure 162*.
  - 8.2. Alcohol products may be allowed to be sold, consumed or otherwise used in the Performing Arts Centre where specifically approved by the Board of Trustees under *Administrative Procedure 551 "Use of the Performing Arts Centre"*.
9. The Principal, in consultation with the respective school council shall determine annual fee rates. Groups using the facilities and/or equipment will be held liable during their period of usage for any loss or damages.
  - 9.1. Fees and charges for use of equipment and materials are to be based on the principle of replacement and repair costs prorated, or other related direct costs.
  - 9.2. Fee schedules must be provided as requested and at least annually to the Secretary Treasurer.
10. The Principal of the school, in consultation with the Secretary Treasurer, shall decide whether or not additional custodial services are required before and/or following the use of the facility. Any related costs shall be paid by the user group or school.
11. Revenues from user fees may be collected by the school and must be recorded through the main school accounts and are not to be considered school generated funds.
  - 11.1. All invoicing for the rental of facilities must be payable to the school or the Division.
  - 11.2. Where dollars are received directly by the Division, the revenue will be credited to the respective school.
12. Proceeds from user fees shall be credited towards a school's budget toward replacement, repair and maintenance of the materials. The exception being custodial fees which are credited to the Division for payment.

13. Incurred costs shall be paid for by the user group. In the event that Division owned property is lost or damaged, the user group or employee shall be responsible for all costs resulting from replacement, and/or repairs. The costs shall be determined by the Principal in consultation with the Secretary Treasurer.
14. If a pass key is issued to a user group, all costs associated with the loss of the pass key shall be borne by the user group or the school.
15. The Division shall maintain adequate comprehensive insurance coverage for the community use of school facilities.
16. User groups shall be required to arrange additional insurance coverage when it is deemed advisable by the Division.
17. Schools must ensure the following when arranging for outside user groups to use school facilities:
  - 17.1. where a user group/individual has insurance the school must receive a copy of the user group's insurance certificate to be attached to the facility user group agreement. Insurance must be at least \$2 million per occurrence.
  - 17.2. where a user group/individual does not have adequate insurance, the school shall fill out the approved form provided by the Secretary Treasurer, prior to the rental of the facility.
18. User groups shall not hold the Division responsible for damage to, destruction of, or loss of property belonging to the group or group participants.
19. User groups shall not hold the Division responsible for any instances of bodily injury, sickness, disease or death sustained by user group participants while on the school premises.
20. The users must notify the Division designated supervisor (generally the Principal) of any accident that occurs during their use of the facilities. Notification is to occur as soon as possible (generally the next school day).
21. Where a Joint-Use agreement exists (Joint Use Agreements are between the Division and the Municipality), the provisions shall be adhered to by the users.
22. During non-school months, the Secretary Treasurer, may act in lieu of the school principal under this administrative procedure as reasonable.

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Reference: Section 33, 51, 52, 53, 68, 197, 222 Education Act

Effective: 1996-11-15

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