
AP – 4.18 COMMUNITY USE OF SCHOOL PROPERTIES

RATIONALE:

Haida Gwaii School District endorses the community's use of schools on a cost-recovery basis for noncommercial, educational, recreational, and cultural programs. The District will develop and maintain procedures to ensure the community has reasonable access to schools when not required for district educational programs.

PRIORITY:

The use of District facilities and grounds shall be made based on the following priorities:

- #1: Regular school curricular and organized extracurricular activities that are authorized by the school.
- #2: District programs – all other District programs, services, and initiatives.
- #3: Negotiated Joint Use or Community Use Agreements
- #4: other external user groups

APPLICATIONS:

Form 4.18. Application for Rental-Use of School Facilities' must be fully completed and approved. Approval can be through the school principal, Manager of Operations, and/or the Secretary-Treasurer. All approved applications will be forwarded to the attention of the Manager of Operations.

1. General:

- 1.1 Persons or organizations using District facilities must comply with all Municipal Fire Regulations and Bylaws, including seating capacity, exit and fire lane clearance, and parking regulations.
- 1.2 The use of tobacco, narcotics, or alcohol is not permitted on school properties. This includes alcohol sales, prizes or fundraisers.
- 1.3 All vandalism must be reported to a District employee on duty or the RCMP immediately.
- 1.4 User groups must provide their own liability insurance for sports-related events (i.e., floor hockey, basketball, soccer, badminton, etc.).
- 1.5 All facilities are "as is" and user groups must accept the said facilities at their own risk. Persons or organizations using District facilities shall agree to hold the District harmless from any and all liability resulting from bodily injury or damage to personal property by signing a Waiver of Liability in the form of the user agreement.
- 1.6 Haida Gwaii School District reserves the right to cancel a facility use agreement without incurring any obligation or liability. In the event of cancellation, lessees will be refunded any applicable rental fees.

2. Responsibility for Damage

- 2.1 The lessee will be held responsible for any damage, whether to persons or to property, including the exterior of all school buildings, grounds and fences.
- 2.2 All facilities must be left in a clean and tidy condition.

3. Supervision

All groups using District facilities or playing fields shall provide adequate adult supervision to be responsible for the admission, actions, and behaviour of all participants and/or spectators. It is the responsibility of the supervisor(s) to confine participants and spectators to the area indicated in the terms of the agreement. The District reserves the right to evaluate supervision. The supervisor must:

- 3.1 Enforce all District procedures concerning the use of District facilities and playfields.
- 3.2 Supervise entrance and adjacent area to prevent unauthorized persons from entering the building.
- 3.3 Limit activities and participants to the area assigned to the group.
- 3.4 Ensure that specified days and times are adhered to as stated on the Community Use of Facilities Application Form.

4. Hours of Access

School facilities shall be available to responsible organized groups after 5:00 p.m. on regular school days. Not in-session days and weekends will be at the discretion of the Principal, Operations Manager or Secretary-Treasurer. Facilities must be vacated by 10:00 pm. Any extensions of these times will only be approved by the Secretary-Treasurer.

5. Access to Buildings

- 5.1 Arrangements for building access should be made with the school's principal.
- 5.2 User groups should carry a copy of the user agreement, as district employees may ask to see the agreement before allowing entry into any facility. District employees who are unsure about a user agreement should contact the school principal, Manager of Operations, and/or Secretary-Treasurer.
- 5.3 The District Office will handle summer rentals with the Manager of Operations and Secretary-Treasurer having jurisdiction over facilities use.

6. Other Facilities or Spaces

- 6.1 Classroom rentals will be considered for meetings with teacher approval and agreement that the classroom will be returned to its original condition.
- 6.2 Requests for use of kitchen facilities, home economics rooms and kitchen equipment must be made at the time the application is submitted.
 - 6.2.1 Use of fryers, freezers, grills, and other equipment is prohibited.
 - 6.3.3 Use of refrigerators and stoves will be granted only with the permission of the Principal.
- 6.3 The use of any school equipment is at the sole discretion of the school's principal, who may specify the equipment to be used and an operator where applicable. A fee may also be charged.

7. Fees

- 7.1 **GROUP A:** School/District Use, Joint/Community Use Agreement parties, HGTA, CUPE

There will be NO USER FEES charged for the following activities, provided that the activity adheres to the time and area stated in the agreement. However, as stated above, damage deposit and/or custodial fees may be necessary, depending on the size and nature of the function.

- All co-curricular and extra-curricular use of school space.
- Special community cultural or fundraising events co-sponsored by the student council and community organizations.
- Parent Advisory Committee (PAC): All PAC/DPAC meetings and other activities, including fairs, bazaars, etc.
- Haida Gwaii Teachers Association (HGTA): Regular meetings
- Canadian Union of Public Employees (CUPE): Regular meetings
- Haida Gwaii School District: All workshops, meetings, and in-service training.
- Joint/Community Use Agreements.
- Grad / Dry Grad Meetings

7.2 **GROUP B:** Non-Profit Groups (ie. Service clubs, churches, non-registered groups)

Although non-profit groups will not be charged, custodial fees may be applied depending on the size and nature and associated cleaning required. Custodial fees will be specifically mentioned in the use agreement and will be charged at a minimum of \$60/hour or applicable weekend call-out rates with a two-hour charge minimum if required.

7.3 **GROUP C:** Commercial and Private Use (including Political Parties)

Commercial or private functions may require custodial staff to be on duty at all times.

Clean-up of all functions will be carried out by District custodial staff when possible. Custodial time may be billed to the user at the current custodial rate, including overtime rates on weekends, in addition to the rental fees below:

- Classroom \$100.00 per use
- Cafeteria, Library, Small Gymnasium, or Commons \$120.00 per use
- Gymnasium \$200.00 per use

**Additional fees for equipment, key deposits, table/chair rentals may be applied to groups B & C as needed.*