

5190 Use of School Facilities

Policy 5190

STATUS: **FOR REVIEW**

USE OF SCHOOL FACILITIES

Board Approved: March, 1972

Last Revised: June 19, 2013; January 2015; April 2021

Description:

The Board of Education accepts the responsibility for making its' facilities available to responsible individuals or groups of the community for appropriate educational, civic, cultural, early learning or recreational activities that do not infringe upon, nor interfere with, the operations, reputation and best interests of public education, the community at large, and are in accordance with the policies and regulations of the school district.

*Exemption from payment of rent does not mean cost-free. Where custodial or other services beyond the use of the facility are required, the school will charge at a cost-recovery rate. (brought in from regulation)

USE OF SCHOOL FACILITIES

Board Approved and Codified: November 4, 1985

Last Revised: June 19, 2013; January 2015; April 2021

Description:

Regulations Governing Use of All School District Facilities

1. All agreements with outside users of schools may be signed by the school Principal as designate of the Secretary-Treasurer.
2. Type of Activities Prohibited:
 - i) Promote any theory or doctrine subversive to the laws of Canada or any political subdivision thereof.
 - ii) Any activity that may violate the canons of good morals, manners or taste, or be injurious to the buildings, grounds or equipment.
 - iii) Any purpose in conflict with school activities.
 - iv) Activities that are discriminatory in the legal sense.
 - v) Smoking/vaping in school district buildings and vehicles.
 - vi) The use of alcoholic beverages is not permitted at school district facilities, except on occasion, at events, where the board has given prior approval to consume alcohol. The group requesting permission to serve alcohol must have complied with any and all conditions that may be stipulated by the board, and the Province of British Columbia, prior to alcohol being served.
3. All groups renting school premises are held responsible for acquainting themselves with these regulations, and for complying with them; this provision applies equally to regulations promoted by the Principal in respect of any particular school. Failure to comply with these regulations may result in withdrawal of renting privileges by the Board of Education.
4. All groups or individuals are to be engaged by filling out an official Facilities Use Agreement (including Release Of School Liability and Indemnity forms). The forms are available at the School Board Office or from the office of the Principal of the School. The rental may not be considered secured until these applications have been signed by the School Principal. All applications are to be submitted to the Principal who will keep a copy on file and will forward to the Board Office. During the summer months, in the absence of the Principal, applications will be made directly to the Secretary-Treasurer or designate, and will only be consider if it does not interfere with summer maintenance and custodial work.
5. Rent payment is due within ten days from the receipt of statement. Non-Payment will prejudice future use of premises by the organization concerned.

6. It is clearly understood by the Applicant that, except where rental refund has occurred (where applicable), School District No. 59 (Peace River South) assumes no responsibility whatsoever if last minute cancellations are caused by power failure, heat failure, Fire Marshal Regulations, or other causes beyond the control of the School Board.
7. Use of school premises by non-school organizations shall be subject to the needs of the school itself. School activities are given priority and it may be necessary to cancel arrangements with any group on certain dates or on a permanent basis. Whenever possible at least two weeks notice will be given of such cancellation.
8. Renting groups will be held responsible to replace or repair damages to school equipment or property occurring during their use of the premises.
9. All regulations required by the Fire Marshal's Office must be adhered to; to the maximum number of individuals allowed in any place of assembly, to the use of electrical devices and the wiring thereof, and to keeping fire exits clear of any obstructions (including parked cars).
10. Drama and choral groups using copyrighted publications shall assume full responsibility for payment of royalties.
11. When using school premises, the renting group must understand that the Board of Education shall in no way be held liable for damage to, or loss of, property owned by the group or its members, either individually or collectively; neither shall the Board be held liable for the injury or death of any person, resulting from any cause whatsoever, and occurring on District-owned property.
12. Except in the case of small groups of students under the supervision of a teacher and other groups where the Principal has authorized teacher supervision, all after-hour use of school premises by students or public groups will have to bear the cost of custodial time provided custodial duties are required beyond regularly scheduled shift of the custodian.
13. The Board of Education reserves the right to terminate, alter any or all of these regulations without notice.
14. Copy of Regulation No. 5190 Use of School Facilities shall accompany applicant's approved copy of the Facilities Use Agreement.
15. Facilities are not available for political or religious events, except where no other rentable facilities are available (ie. Community halls).

GROUPS EXEMPTED FROM PAYMENT OF RENTAL

*This does not apply to Unchagah Hall, except for the Remembrance Day service.

Groups exempted from rental payment are:

1. Groups and organizations that are part of a joint use agreement with School District No. 59 including classes or activities sponsored by a municipality, district municipality or regional district with which the School District has an authorized joint use agreement.

2. Municipal Corporations - for polling stations.
3. An organization sponsoring a Remembrance Day memorial service.
4. Not for profit youth organizations such as Girl Guides of Canada, Boy Scouts of Canada, Armed Forces Cadet Programs who are using the facilities for meetings. Rental rates may apply where revenue generating activities are occurring.

*Please see the Administrative Procedure for rental fees and service fees.

USER LIABILITY INSURANCE

For profit users of school district facilities must carry a minimum of \$3,000,000 liability insurance as specified by the provincial School Protection Program. Other users may require insurance as outlined within the rental waiver, or as deemed necessary by the Principal or Secretary Treasurer.