



Departments: Finance & Operations
Section: Operations – Property Services

1.0 Facility User Groups (in order of priority):

- Group 1 Delivery of the Public School Program and related co-curricular and extra-curricular activities under the authority of the School Board and the supervision of the School Principal.
- Group 2 School-Board sponsored programs and activities sponsored by associated support groups such as Home & Schools, School Advisory Councils and Band Parent Associations.
- Group 3 Not for Profit and non-commercial organizations such as youth groups, community groups and organizations such as recreation commissions and service clubs.
- Group 4 Individual members of the public for personal or group use.
- Group 5 Commercial activities, political events, religious services and other public rentals will be considered only after all of the above needs have been addressed and will be at the discretion of the School Principal.

2.0 Building Security:

School Principals are responsible for the security of their building(s).

School custodians/janitors, whether Board employed or contracted, have a primary responsibility to clean the school and to ensure it is secure when they leave. They cannot be expected to provide supervision of activities that may be going on in the school. They do need to be kept informed about planned activities in the school so they may schedule their cleaning work accordingly.

After all school activities have ended for the day, the building should be secured to prevent casual or unauthorized entry. Each group using the facility must have a designated responsible person to arrange for access to the building, supervise the activity and ensure the group members use only the approved portions of the facility. The custodian/janitor can allow the group leader access to the building provided they have been advised who to expect and when. After the group leader is admitted, it will be the user group's responsibility to ensure all of their participants gain access to the facility while keeping the building secure at all times. Facility users should not allow access to persons not participating in their activities. If another user has been authorized, then their access should have been arranged. Only school staff or groups under the direction of school staff or an approved volunteer or activity leader* should be permitted to remain in a building after the custodian/janitor has left and secured the building. In this event, it will be the staff member's, or the approved volunteer's, or activity leader's responsibility to ensure the building is secure when they or their group leaves. **An approved volunteer is one who has been registered in accordance with Board Policy 305.14 Volunteers in Schools and the related administrative procedure.*

All facility users must be provided with emergency contact numbers for use should an incident occur. Keys and access codes to security systems should only be provided to persons not employed by the School Board if they have been approved by the Principal as a volunteer or leader for an activity. Keys must be recovered when the activity is complete.

3.0 Liability Insurance:

The School Board's liability insurance policy provides protection for all staff and volunteers while operating within the scope of their responsibilities during Board-approved activities. This would clearly apply in the cases of approved uses under user Group 1. It could also apply in the case of user Group 2, provided the activity has been approved by the School Principal, is properly supervised and is strictly for the benefit of the school and students.

In the case of user Groups 2, 3 and 4, there is no requirement for additional liability insurance coverage for most activities; however the users must be aware that they are not protected by the Board's Insurance Policy and may be found liable if an incident does occur during their activity. Groups sponsoring activities considered by the Principal to be high risk should still be required to provide proof of appropriate liability coverage before the activity is allowed to take place. If a group is being given access to the school when it is closed, without Board-approved supervision, liability coverage will be required. If the Principal is unsure if additional liability coverage is required they should consult the Director of Operations.

All facility users in Group 5 must provide a certificate of insurance in the amount of \$2 million naming the School Board as an Additional Named Insured and in the case of Private Partner Schools, also naming the Private Partner and the Province of Nova Scotia as an Additional Named Insured.

4.0 Incremental Costs:

All school users including school co-curricular and extra-curricular activities will be required to pay for any identified incremental costs that result from the use of the facility. These will normally only be costs related to extra custodial services or building security but could include other costs in some circumstances. These charges are the responsibility of the user and will be payable to the School Board or contracted service provider when the Facility Use Agreement is executed or when the actual incremental costs have been calculated.

5.0 Facility Use Agreement:

Facility users in Group 1 are not required to complete a Facility Use Agreement (Appendix A).

All other facility users must complete a Facility Use Agreement for each specific use. If the use is to be of a regular nature, i.e. weekly, monthly, etc., only one application per school year is required. The agreement contains a clause accepting responsibility for any damage caused by the group's use of the facility, a waiver holding the School Board harmless for any liability resulting from the activity and an agreement to abide by the facility use regulations printed on the reverse of the application form.

6.0 Administration:

The Principal of each school is responsible for the administration of this administrative procedure at the school site.

7.0 Rental Fee Structure (All fees include HST and are payable to the School.):

Rates are as follows:

User Groups 1 and 2 – No Rental Fees (Incremental costs may apply.)

User Groups 3 and 4 - There will be No Rental Fee charged to Non-profit youth groups. (Beavers, Brownies, Cubs, 4-H, Girl Guides, Sparks, Scouts, Organized Youth Sports Groups, etc.)

There will be No Charge for Activities of Non-profit Community Groups and Community Recreation Departments providing the event is not generating net income for the organization.

Incremental costs may apply to the above groups.

Charges will apply as follows for ad-hoc adult recreational activities:

Gymnasium Use:

Adult Recreational Programs (Basketball, Badminton, Floor Hockey, etc.)

\$28.25 per person	September to June	one night per week
\$56.50 per person	September to June	two nights per week

Classroom Use:

Adult Groups

\$11.30 per adult	September to June	one night per week
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Use of school facilities - One time rental by a group or organization (Non-profit)

Gym	\$56.50 (per evening or ½ day)
Classroom/Meeting Room	\$16.95 (per evening or ½ day)
Library	\$28.25 (per evening or ½ day)
Music Room	\$28.25 (per evening or ½ day)
Kitchen/Cafeteria	\$56.50 (per evening or ½ day)
Playing Field	\$28.25 (per day)
Foyer/Entrance	\$11.30 (per day)
Multipurpose Room	\$33.90 (per day)

One time use can be free of charge at the discretion of the Principal for Groups 2, 3 and 4 with the exception of Individual/Personal Use.

Group 4 Individual/Personal Use and Group 5 Commercial Organizations, Political Groups, Religious Services, etc. – All users in this category will be expected to pay a fee based on the following schedule plus any determined incremental costs:

Gym	\$226.00 (per day)
Classroom/Meeting Room	\$56.50 (per day)
Library	\$113.00 (per day)
Music Room	\$113.00 (per day)
Child Care Programs	5% of Gross Revenue (for use of a classroom)

Summer Use and Rates:

Facility use charges for the summer months will be determined on an individual basis and will depend on the nature and extent of the usage required. **All summer use must be coordinated with the Property Services Division before approval is granted.**

Long Term Agreements:

Long-term Facility Use Agreements may be entered into with recreation departments and other organizations. These agreements must be approved by the Director of Operations.

Distribution of Rental Fees:

All rental fees will be collected by the school and deposited in the School Based Funds Account. All rental fees will be recorded in a separate revenue account in the school based funds. On or before the 31st of March, every school with rental revenue will remit the HST portion of all rental fees collected since the last remittance to the Finance Department of the AVRSB for remittance to the Government of Canada.

8.0 Regulations:

- 8.1 Approval of access to the school buildings is the responsibility of the School Principal or designate.
- 8.2 Detailed agreement and approval for use of facilities must be made through the School Principal or designate, who will collect any fees which will be payable to the school.
- 8.3 Activities must be under the supervision of the person/persons deemed to be responsible in the opinion of the Principal/designate.
- 8.4 It is the user group's responsibility to grant access only to their participants and to keep the building secure at all times.
- 8.5 Groups using the school facilities shall confine activities to the facilities designated and the associated corridors, entrances and washrooms. All other areas are out of bounds.

- 8.6 When schools are closed due to inclement weather, all activities will be cancelled unless specific arrangements are made with the Principal. *When schools are closed after the normal school day, all activities must cease and everyone must leave the premises immediately.*
- 8.7 Alcoholic beverages and/or smoking will not be permitted on school premises at any time.
- 8.8 Use of school facilities during Christmas, March Break, and the summer must be scheduled with the consideration of cleaning and repairs. Principals must consult with the Property Services Division or private operator before any bookings are approved.
- 8.9 All applications for continued use of schools must be made each year to the Principal.
- 8.10 All individuals/groups are responsible for ALL damages to school facilities during their activity and must immediately report any damage or incident which may occur.
- 8.11 Use of cafeteria kitchen facilities may require the presence of appropriate cafeteria personnel. Any cost associated with this presence will be the responsibility of the user.
- 8.12 Computer equipment may only be used under the supervision of Board staff or person approved by the Board's Regional Technologists.
- 8.13 All facility users must adhere to the local waste management requirements and are responsible for the proper separation of any waste generated.
- 8.14 All facility users are responsible to ensure that appropriate arrangements have been made to perform any necessary cleanup resulting from their activity.
- 8.15 All users of the facility must *be aware of and comply with* fire regulations while using school buildings.

Monitoring:

- The Director of Operations is responsible for the implementation, monitoring and revision of this administrative procedure.
- This administrative procedure will be monitored annually.

Superintendent Approved: August 16/01

Ref: BP 201.1, Appendix A

Monitoring Date: Annually

Revised: May 11/05, March 12/09, May 5/16, May 11/16