

Administrative Procedure 513 COMMUNITY USE OF SCHOOLS

The school facility is an integral part of the community and may be used by parents and community organizations when not required by the school.

Costs associated with community use are not to be supported by Division funds which are normally directed to instruction. Community use is based on the proviso that any and all associated extras cost or expense must be offset by the user group.

The division also recognizes the difference between the use of facilities for students, non-profit organizations and use by private individuals and for profit groups.

Community use of facilities must be in accordance with the following conditions and requirements.

Procedures

1. Community use of school facilities shall not impact the regular school program or the security and maintenance of facilities. School activities will take priority over all public use of school facilities and grounds.
2. The order of priorities for use of school buildings during hours that school is not in session is as follows:
 - 2.1 Regular school sponsored programs;
 - 2.2 Catholic community sponsored programs;
 - 2.3 Community non-profit groups who serve ECACS students;
 - 2.4 Other community non-profit groups; and
 - 2.5 Private groups.
3. Facility booking requests shall be made through the division website. If the request is approved, a rental agreement will be supplied and must be SIGNED before the division confirms the booking.
4. Full payment is due immediately for all rentals once the booking is confirmed.
5. All outside user groups and individuals using ECACS facilities must provide their own insurance. The Division requires a copy of this insurance on file to process any booking request. The insurance would need to be for a minimum of \$2,000,000.00 and have The East Central Alberta Catholic Separate School Division listed as an additional insured.
6. The fee and/or rental charge schedule shall be approved by the Board and shall be reviewed at least once each year. Appendix B.
7. Any individual or group charging a fee to participants should pay a rental fee to the school.

8. All community use applicants must agree to save and hold harmless the Division from and against any and all liability whatsoever resulting from injury or damage to persons or property as a result of use and occupation of Division facilities.
9. The Principal shall be responsible for ensuring that the administrative procedures governing the use of school facilities and grounds are followed by community users.
10. Employees of the division are to consult with school administration to confirm booking fees.
11. The following activities will not be allowed on Division Property:
 - 11.1 No drugs, alcohol or smoking allowed in buildings or on the grounds.
 - 11.2 Weapons, including working or disabled firearms are not permitted on Division property except the personal sidearm of police officers.
 - 11.3 Engaging in games of chance or any activities that suggest gambling or games of chance are strictly prohibited.
 - 11.4 Teaching or promoting of any activity that is intended to disrupt or damage the Division or is not in keeping with the Division values.
12. The use of the school gymnasium shall be in accordance with the following:
 - 12.1 A member of the community group shall be designated as supervisor and held responsible to ensure that the school rules will be followed;
 - 12.2 The type of activity and equipment used must be approved by the Principal;
 - 12.3 The gymnasium must be left in an orderly and clean condition. If extra janitorial work is required the organization should make arrangements with the Principal and make arrangements to pay the necessary costs.
13. Classrooms containing possessions of students are not available for use by outside groups unless approved by the Principal. (discretionary)
14. Special requests due to unique circumstances not covered above must be approved by the Superintendent.
15. Staff is only permitted to use school facilities for the purpose of fulfilling their tasks and responsibilities. The use of facilities by staff for personal use or in their capacity of representatives or officials of other agencies shall only be granted in the same manner and under the same conditions as other community users.
16. School buildings will not be made available for any function that is:
 - 16.1 Contrary to the philosophy and policies of the Division, teachings of the Church or not conducted in accordance with the law.
 - 16.2 Lacking responsible adult supervision

16.3 Not approved by the Superintendent

16.4 Listed as an Excluded or High Risk Activity as stipulated in our insurance providers list of activities.

17. Changes or cancellations shall be given to the booking agent in writing or by email at least forty-eight (48) hours in advance and a fee shall be charged where changes or cancellations by a user group are excessive or where inadequate notice is given.

18. All groups must be prepared to give up their allotted time should the Principal desire the use of the school.

18.1 Seven (7) calendar days' notice is to be given to facilitate notification of rental group members.

18.2 Any school cancellation under forty-eight (48) hours' notice must require the approval of the Secretary-Treasurer.

Reviewed/Revised: November 2012, March 2014, November 2016 April 2020
May 2023

Reference: Section 52, 53, 187, 197, 222 Education Act
Joint Use Agreements
Elk Island Catholic Separate Regional Division No. 41 - AP 546
Fort McMurray Catholic Schools - OP 123
Red Deer Catholic Regional Schools – AP 501
St. Paul Education Regional Division No. 1 – AP 547
Admin Procedure 110 – Smoke Free Environment
Admin Procedure 308 – Abuse of Alcohol, Tobacco and Other Illicit Drugs

Schedule of Fees and Charges

Parish and Community Groups	No Charge
Non Community and/or Private Groups	\$15.00/hour \$35.00/half day \$50.00/day
For Profit Organizations	\$30.00/hour \$70.00/half day \$100.00/day
Joint Use Functions Programs qualifying under the Joint Use Agreement	No Charge

Opening/Closing & Keys

User groups who require a key to access the school must provide a \$25.00 deposit, to be refunded when the key has been returned.

User groups requiring a staff member to open and/or close the school for the activity will be charged a fee of \$50.00.

Janitorial Fee:

User groups requiring extra janitorial work are required to make arrangements with the division and to pay the necessary costs. \$21.51 per hour (minimum of three hours)

Note: All fees must be paid prior to facility use.