

Background

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 extra 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. School activities will take priority over all public use of school facilities and grounds.
2. Responsibility for approving use of school facilities or grounds is that of the principal or designate
3. The order of priorities for use of school facilities or grounds during hours that school is not in session is as follows: Secondary priority for use of school facilities or grounds is given to programs or activities sponsored by community partners in accordance with Joint Use Agreements
4. Further priorities based upon list below:
 - 4.1. Regular school sponsored programs;-Catholic community sponsored programs;
 - 4.2. Non-profit leisure/recreation youth groups of which the majority of participants reside within the school division and serve ECACS students;
 - 4.3. Non-profit leisure/recreation adult groups of which the majority of participants reside within the school division;
 - 4.4. Other community non-profit groups (including service clubs and churches) of which the majority of the participants reside within the school division;
 - 4.5. Private groups.
5. The use of facilities or grounds for commercial or for profit purposes is discouraged where community facilities are available for rent.
6. The following activities are prohibited:
 - 6.1. Activities where alcohol is to be consumed;
 - 6.2. Activities that by their nature, cause concern for the principal and/or Secretary Treasurer or designate;
 - 6.3. Smoking, vaping and the use of tobacco products are prohibited in school facilities or on grounds;
 - 6.4. Any activity that is listed on the prohibited or high risk activities list
 - 6.5. Weapons, including working or disabled firearms;
 - 6.6. Engaging in games of chance or any activities that suggest gambling;
 - 6.7. Teaching or promoting of any activity that is intended to disrupt or damage the Division or is not in keeping with the Division and or Catholic values.

7. The principal shall ensure that proper provisions are in place to maintain the security of the facility and its contents.
8. Designated ECACS personnel shall have the right to observe any program operating in a school facility.
9. All use of school facilities activities shall be concluded by 10:00 pm unless the principal, Secretary Treasurer or designate has approved alternate arrangements.

Booking Requests & Approvals

1. Any group desiring the use of a school facility shall make a request to the principal at least one week prior to the use via booking on the school website. If the request is approved, a rental agreement (Form 513-3) will be supplied and must be SIGNED before the division confirms the booking.
2. School facilities are not available for bookings during Christmas Break, spring break, Easter Break and summer vacation.
3. School Equipment and Furniture
 - 3.1. Use of school equipment and furniture within the school facility must be requested at the time of booking and approved by the principal.
 - 3.2. Use of school equipment and furniture outside of the school must be approved by the principal and should be rare and limited to items that are unlikely to be damaged. Arrangements to pick up and return the items must be made with the principal.
 - 3.3. If equipment or furniture is damaged or not returned, the user group will be charged.
4. Requests for the use of facilities will be considered where:
 - 4.1. the principal is satisfied that the activity will be supervised by the sponsors in a manner acceptable to the principal;
 - 4.2. the activity will not result in damage to or loss of division, student or staff property;
 - 4.3. the request does not conflict with school programs or planned maintenance;
 - 4.4. no previous charges for use of facilities or damages remain outstanding and the requesting group has not been refused admission or removed from any ECACS school facility due to non-compliance with division policy;
 - 4.5. in the opinion of the principal, the activity is suited to the facilities and does not require unreasonable additional administrative time, equipment or resources and the activity is not listed on the prohibited or high risk activity list in Appendix A
5. Full payment is due immediately for all rentals once the booking is confirmed.

Fees and Charges

1. Non-Profit
 - 1.1. School facilities will be accessible to non-profit community groups described above at no cost assuming there are no damages or extra custodial time required.

2. For Profit
 - 2.1. Where participation registration fees are charged by a business or individual, the activity will be considered “for profit” and rental fees will apply. These should only be considered where appropriate community facilities are not available for rent. (See Appendix B for rates)
 - 2.2. Where the activity is considered “for profit”, rental fees may be waived where an equivalent valued service in lieu of the rental fee is provided to the school by the Applicant, and where there are no added costs to the Division. This will be determined in advance by consultation between the principal and the applicant.
3. Any additional custodial time will be subject to a \$35.00 an hour charge. Principals shall notify the group of this potential charge at the time of booking.
4. In the event of damage to school facilities, furniture or equipment, the organization or group using the facility shall be charged the cost of repair or replacement and future rental privileges may be denied.

Keys

1. Key fobs or keys will be issued to groups utilizing school facilities where appropriate.
2. Key fobs or keys will be issued by the Principal or their designate as requested by the principal.
3. A deposit of \$50 will be required. This will be refunded on return of the key fob.
4. Key holders are required to sign the ECACS Building Keys Agreement before issuance.

Insurance

1. All user groups and individuals using ECACS facilities must provide their own 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.
2. Insurance is available through the following link:
<https://rmaschool.instantriskcoverage.com/login>

School Responsibilities

The Principal:

1. Shall ensure that the school facility is clean and ready for use by the approved group at the specified time;
2. Shall ensure that groups using the school facility have been provided with all the rules and regulations as specified by the school;
3. Shall notify the group of any damages or additional caretaking charges as soon as feasible.

User Group Responsibilities

The User Group:

1. shall provide at least 24 hours notice to cancel a booking;

2. shall provide adequate adult supervision throughout the duration of the activity in a manner acceptable to the principal;
3. shall ensure participants follow all rules and regulations as specified by the principal;
4. shall ensure all activities are conducted only in those areas specified by the principal and no participants enter any areas of the school not designated for use;
5. shall ensure all participants wear footwear which is not harmful to the flooring
6. shall ensure food and confectionery items are only served in designated areas as approved by the principal;
7. shall ensure the school facility is properly secured after the activity is complete (if keys or fobs have been issued);
8. shall turn off lights that were turned on for the activity;
9. shall ensure that the facility is left in a condition such that the facility is ready for its usual instructional purpose unless other arrangements have been made with the principal (additional caretaking time may be charged);

Failure to comply with the above responsibilities may result in future rental privileges being denied.

Board Responsibilities

The Board:

1. shall work with community groups to foster the sense that the school is central to the community;
2. shall not be responsible for accidents causing injury to any individual on school property during user group activities.
3. 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.
4. Classrooms containing possessions of students are not available for use by outside groups unless approved by the Principal. (discretionary)
5. 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 users.
6. School buildings will not be made available for any function that is:
 - 6.1 Contrary to the philosophy and policies of the Division, teachings of the Church or not conducted in accordance with the law.
 - 6.2 Lacking responsible adult supervision
 - 6.3 Not approved by the Superintendent or designate

7. Changes or cancellations shall be given to the principal in writing or by email at least twenty-four (24) hours in advance and a fee shall be charged where changes or cancellations by a for Profit user group are excessive or where inadequate notice is given.
8. All groups must be prepared to give up their allotted time should the Principal desire the use of the school.
 - 8.1 The principal shall provide Five (5) calendar days' notice to cancel a 'confirmed' rental to facilitate notification of rental group members.

Reviewed/Revised: November 2012, March 2014, November 2016 April 2020
May 2023 **September 2024**

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
Grasslands School Division
Admin Procedure 110 – Smoke Free Environment
Admin Procedure 308 – Abuse of Alcohol, Tobacco and Other Illicit Drugs

List of Prohibited Activities

The Following are NOT permitted

- Activities involving firearms
- Slip-and-slide
- Automobile activities (e.g. – racing, drag racing, demolition derbies, go-karting)
- Aviation activities (e.g. – small aircraft, helicopter, hot air balloon rides, sky diving)
- Boxing
- Bungee jumping / platform diving/ziplining
- Diving into or sliding on foam, mud, ice or snow, slip and slide devices
- Dunk tanks
- Extreme sports (recreation activities perceived as involving a high degree of risk. These activities often involve speed, height, a high level of physical exertion, and highly specialized gear)
- Aerial gymnastics (excluding cheerleading)
- Axe throwing
- Mechanical bull riding
- Motor cycling / BMX / Snowmobiling
- Paint ball / war games
- Free Rock Climbing (no ropes or safety equipment) / Parkour
- Trampolining
- Trampoline-like air-filled 'Fun Structures' including zorbing/orbing
- Winter biathlon with live ammunition
- Sledding, tobogganing, tubing or otherwise (sliding down slopes of height over 5m or at steep angles)
- Archery
- American Gladiator-style events
- Martial Arts, Kick Boxing
- Parkour

Schedule of Fees and Charges**No Charge:**

- Catholic community Sponsored Programs
- Non-profit leisure/recreation youth groups of which the majority of participants reside within the school division and serve ECACS students;
- Non-profit leisure/recreation adult groups of which the majority of participants reside within the school division
- Other community non-profit groups (including service clubs and churches) of which the majority of the participants reside within the school division.

Private Groups and Non-community 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 or Key Fobs

User groups who require a key or key fob to access the school must provide a \$50.00. Deposit, will 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. \$35.00 per hour (minimum of three hours)

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