

## **Administrative Procedure 547**

### **COMMUNITY USE OF SCHOOLS**

---

#### **Background**

The Division allows for school buildings to be used by community groups when the building is not required for school activities. Medicine Hat Catholic Board of Education schools have much to offer the communities of Medicine Hat and area and it has been the practice of the Division to encourage community groups to use our schools for activities which benefit students and the community.

During the school year, on days when school is in session, the Division entered into a Joint Use Agreement with the City of Medicine Hat which outlines the procedures for community use. This allows for reciprocal opportunities to offer students recreational activities such as swimming and skating with no city facility use charge.

On weekends and days when school is not in session, the Division allows community use of schools when possible, provided it is not an added cost to the Division and does not interfere with the operational needs of the school.

#### **Procedures**

##### General

1. In all cases the school requirements and school sponsored activities shall take priority.
2. The use of school facilities and equipment by the community shall in no way conflict with the operation of the school. Consideration shall be given to the necessary schedule of the custodial staff in attending to their duties.
3. Some areas of school buildings have reserved access for purposes of security and safety and will not be made available as determined by the school principal and secretary treasurer.
4. The Division may make available the following areas of school property for community use:
  - a. gymnasium
  - b. common areas
  - c. theatres
  - d. foods lab – with consultation from the principal

Generally, classrooms and libraries are not available for community use.

5. Industrial Arts Classroom shall not be made available for community users based on the risks associated with the equipment

6. The Division may provide for the **loan** of some basic furniture and audiovisual equipment for community use and delegate to the principal the authority to make decisions relative to the use of such furniture and equipment.
7. Equipment which may not be made available to community use includes (but is not limited to):
  - a. science laboratory equipment,
  - b. industrial arts tools
  - c. home economics sewing machines
  - d. Computers, printers and related hardware shall not be available for use by the community.
  - e. Musical instruments shall not be available for public use except under the direct supervision of the regularly employed music instructor.
8. Groups are responsible for setting up and putting away furniture (chairs, etc.) used.
9. Groups requiring additional chairs or equipment to what the facility being booked has are responsible for the transport and care of additional equipment.
10. Alcohol, smoking and vaping shall not be consumed or used on school premises.
11. All user groups must have a designated leader, 18 years of age or older, who will be held responsible for the activities of the group. There must be on-site adult supervision at all times.
12. Should the school identify any damage done to furnishings, equipment or the facility, the user group shall pay, to the school, the cost of repairs.
13. Activities taking place in the school, or planned at the school, shall not contravene any legislation, Board policy or administrative procedures and respect Catholic traditions and values.
14. Snow removal procedures will be determined by the Facilities and Operations Supervisor.
15. All user groups must provide a copy of their certificate of insurance from an insurer licensed in Alberta demonstrating Comprehensive General Liability Insurance covering claims for personal injury, death or property damage covering claims for which such group is in law responsible to a limit of not less than \$2,000,000 (two million dollars) inclusive per occurrence in a form acceptable to the division.

This certificate is to be provided to the Division for review prior to approval of the event.

The division retains the right to require more insurance based on the nature of the activities.

16. Funds received from community use will be retained in the Facilities and Operations budget to be used to:
  - a. Custodial Fee - pay for the incremental portion of the custodial staff related to the event;
  - b. Rental Fees – pay for the incremental utility cost of use and incremental wear and tear of the facility.

#### Joint Use Agreement


1. The terms of the Joint Use Agreement, attached, govern the community use of schools on school days after 6:00 pm.
2. Bookings are through the City of Medicine Hat under the terms of the Joint Use Agreement
3. Groups wishing to use school facilities within the Joint Use Agreement must follow procedures outlined in the agreement, which is an appendix to this procedure.
4. Facilities and Operations will ensure a custodian is present during the Joint Use. If custodian hours are not available for Joint Use, then appropriate arrangements may be made with the Joint User Group for appropriate access

#### Non-Joint Use (non-school days and weekends)

5. The leader for the group desiring to use the school outside of the Joint Use Agreement shall contact the principal. The principal shall advise this individual as to which activities are permitted and what facilities are made available. The principal will give final approval to each user group.
6. Principals will provide the group leader an Occupational Health and Safety Orientation and review of the school security procedures.
7. Groups wishing to use school facilities outside of the Joint Use Agreement must follow Division procedures covering application, approvals, supervision, security, custodial, and payment of fees and insurance requirements.
8. Groups are to give five (5) days' notice for booking and cancellation if possible.
9. Payment of rental fees is to be made to the school secretary at least three (3) days prior to actual usage, or the booking may be cancelled. Fees shall be forwarded to the Facilities and Operations Supervisor
10. The fee schedule is outlined in the [application form](#).

#### **APPENDIX I – [Joint Use Agreement](#)**

#### **APPENDIX II – [Application to Rent Facilities](#)**

<b>Reference:</b> Section 197, 53, 52, 222, Education Act	<b>Approved:</b> 
	<b>Date Approved:</b> August 2006
	<b>Reviewed or Revised:</b> March 2025

*Note: References shall be updated as required and do not require additional approval*