

Administrative Procedure 547

COMMUNITY USE OF SCHOOLS

Background

The Division has entered into a joint use agreement with the City of Medicine Hat to assist us in offering students recreational activities such as swimming and skating. Our schools have much to offer the communities of Medicine Hat and it has been the practice of the Division to encourage other community groups to use our schools for activities that benefit students and the community.

The Division encourages community use of schools whenever possible, provided it is not an added cost to the Division.

Procedures

1. The use of school facilities and equipment by the community shall in no way conflict with the operation of the school. Consideration shall also be given to the necessary schedule of the custodial staff in attending to their duties.
2. Some areas of school buildings have reserved access for purposes of security and safety and will not be made available. The Division will make available the following areas of school property for community use: classrooms, gymnasium, lunchrooms, common areas, libraries, and staff rooms.
3. First priority shall always be for school program use and school-sponsored extra-curricular activities. Second priority use will be accorded to School Councils and parish groups associated with Medicine Hat Catholic parishes.
4. 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. 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.
5. The Division provides for the loan of some basic furniture and audiovisual equipment for community use and delegates to the principal the authority to make decisions relative to the use of such furniture and equipment.
6. Equipment which may not be made available to community use includes (but is not limited to) science laboratory equipment, industrial arts tools and home economics sewing machines. Computers, printers and related hardware shall not be available for use by the community. Musical instruments shall not be available for public use except under the direct supervision of the regularly employed music instructor.



7. Groups are responsible for setting up and putting away furniture (chairs, etc.) used.
8. Groups requiring additional chairs or equipment to what the facility being booked has are responsible for the transport and care of additional equipment.
9. Alcohol may not be consumed on school premises without the specific permission of the principal and the Superintendent. The school must obtain the appropriate license.
10. 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.
11. Should the school identify any damage done to furnishings, equipment or the facility, the user group shall pay to the school the cost of restitution. Notice must be given to the user group of the damage and the method of restitution planned prior to any restitution being undertaken. The school shall then undertake the restitution of the damaged facility, furnishings and/or equipment.
12. 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.
13. Schools are to be given first priority in booking their own school in accordance with the Joint Use Agreement and the following procedures which address school use outside the Joint Use Agreement.
14. Groups may confirm their bookings after the school's use has been determined.
15. Groups are to give five (5) days notice for booking and cancellation if possible.
16. The spokesman for the group desiring to use the school shall contact the principal. The principal shall advise this spokesman as to which activities are permitted and what facilities are made available. The principal will give final approval to each user group.
17. The principal will provide a copy of these procedures to any group using the school.
18. Payment of rental fees for casual or one time users is to be made to the school Secretary at least three (3) days prior to actual usage, or the booking may be cancelled.
19. Any group may be assessed a rental fee of \$15.00/hour for the initial room booked. Each additional room requested will be booked at the rate of \$7.00/hour. The principal may waive such fees.

Reference: Section 20, 60, 61, 113, School Act

