

4.0. Community Liaison

4.0. COMMUNITY USE OF SCHOOLS

Adopted: April 26, 1994

Reviewed by Committee: September 25, 2006, October 25, 2016, January 30, 2024

Policy Reference: EL-1.6

The Principal authorizes the use of the school and school grounds for community use.

GENERAL REGULATIONS AND PROCEDURES

1. "Permit for Use of Facilities" form shall be completed and submitted one week in advance of the event to the Principal.
2. The Principal will maintain a calendar of the use of school facilities and submit copies to Director of Operations & Infrastructure and the Head Custodian.

CONDITIONS FOR USE OF THE FACILITIES

1. Sponsoring organizations shall provide competent and trustworthy adult supervision. Adequate supervision will be determined at the time the authorization is issued.
2. Alcoholic beverages, drugs or the use of tobacco products will not be permitted in school facilities or on school property at any time.
3. In the event that property loss or damage is incurred during the use of school facilities, the amount of damage shall be determined by the Director of Operations & Infrastructure and approved by the Superintendent/CEO. The user group will be billed for accessed damages.
4. Where custodial and/or other services are deemed necessary by the Principal, a fee shall be levied which will recover all costs to the School Division.

Booking Priority

Priority shall be given to any logical extension of the School Division education program. This includes all extra-curricular activities involving students and under the supervision of a teacher(s). Included in this group will be Continuing Education programs.

Fees

Groups that are participating in co-curricular or extra-curricular activities will not be levied a fee.

Charges for use of facilities will be levied as follows:

- i) Non-profit or community groups that align with the overall goals of the Division:
If there is a cost to the School Division all costs will be paid by the user, including custodial time, as per the regular or overtime salary schedule.
- ii) If the group using the facility is partisan, commercial or political in nature, fees may be levied in keeping with commercially operated public halls in the area. It is the sole discretion of the Division to determine whether a fee is levied and the alignment of the organization/business with the overall goals of the Division.
- iii) Charges for the use of equipment will be determined by the Principal.

Guidelines for Use of Facilities Permit

1. Groups must obtain a “Permit for Use of Facilities” form from the school office they are applying to use and return the completed form a minimum of one week prior to the start of the event. It is highly recommended that you ensure you have adequate liability insurance for your event. Liability insurance is available if needed, see form.
2. Principals will review form and approve the permit based on the following criteria:
 - a. There is no school function during the requested time and date.
 - b. There is no school maintenance scheduled during the requested time and date.
 - c. There is no prior booking during the requested time and date.
 - d. The event will not end later than 11:00 PM, except in exceptional situations.
 - e. There is adequate supervision by a competent and trustworthy non-student adult.
 - f. The group is not partisan, commercial or political in nature. If so please contact the superintendent for applicable fees.
3. Once approved principals will arrange for a copy of the signed permit to be available to the group contact with fire evacuation procedures and guidelines for use attached. You will be responsible to ensure you receive the signed permit.
4. If required, you will be responsible for obtaining the key from the school during regular school hours on the day of your event, ensure you understand alarm and fire evacuation procedures and you must return the key by 10:00 AM the next school day. If the time and date approved falls on a non-school day the key may be picked up the last school day prior to event.
5. Any alarm call outs required as a result of user groups accessing unauthorized areas will be charged to the user group at a rate of \$80.
6. Alcoholic beverages, drugs or the use of tobacco products will not be permitted in school facilities or on school property at any time.
7. Groups must have the signed Permit with them at all times during the event and must produce the Permit at the request of any Lakeshore School Division employee.
8. Groups will be responsible for ensuring the approved space is in the same condition at the end of the event as in the beginning. Supplies will be provided to ensure space is cleaned and School ready. If custodial services are required all costs will be paid by the user group as per the regular or overtime salary schedule. In addition, the group may also have their access privileges revoked at the discretion of the Superintendent.
9. In the event property loss or damage is incurred during the use of the school facilities, the amount of damage shall be determined by the Director of Transportation and Maintenance and approved by the Superintendent/CEO. The user group will be billed for accessed damages.
10. Use of school equipment is at the discretion of the Principal. If you require equipment you must ensure that it is indicated on your permit.
11. Please ensure door is securely locked when you leave.

Guidelines for Implementing Community Use Policy

1. Groups must obtain a “Permit for Use of Facilities” form from the school office they are applying to use and return the completed form a minimum of one week prior to the start of the event.
2. Principals will review form and approve the permit based on the following criteria:
 - a. There is no school function during the requested time and date.
 - b. There is no school maintenance scheduled during the requested time and date.
 - c. There is no prior booking during the requested time and date.
 - d. The event will not end later than 11:00 PM, except in exceptional situations.
 - e. There is adequate supervision by a competent and trustworthy non-student adult. If you have concerns to the character of the supervision it is suggested that you contact the superintendent for direction.
 - f. The group is not partisan, commercial or political in nature. If so please contact the Superintendent for applicable fees.
3. Once approved principals will arrange for a copy of the signed permit to be available to the group contact with fire evacuation procedures and guidelines for use attached. As well, a copy of the signed permit must be faxed the Lakeshore School Division office.
4. Principals will arrange for the event to be entered into the school booking calendar in Outlook.
5. If required, the group contact will be responsible for obtaining community use keys from the school during regular school hours on the day of their event, ensure they understand alarm and fire evacuation procedures and must return the key to the school office by 10:00 AM the next school day. If the time and date approved falls on a non-school day the key may be picked up the last school day prior to event. If a fob, schools must record fob number in case of loss.
6. Alarm call outs required as a result of user groups accessing unauthorized areas will be charged to the user group at a rate of \$80.
7. Groups must have signed Permit with them at all times during the event and must produce the Permit at the request of any Lakeshore School Division employee.
8. Groups will be responsible for ensuring the approved space is in the same condition at the end of the event as in the beginning. Supplies will be provided to ensure space is cleaned and School ready. If custodial services are required all costs will be paid by the user group as per the regular or overtime salary schedule. In addition, the group may also have their access privileges revoked at the discretion of the Superintendent.
9. In the event property loss or damage is incurred during the use of the school facilities, the amount of damage shall be determined by the Director of Transportation and Maintenance and approved by the Superintendent/CEO. The user group will be billed for accessed damages.
10. Use of school equipment is at the discretion of the Principal; however use of standards and nets is encouraged.
11. Principals will endeavor to give a one week notice to groups in the event their permit must be changed or revoked.

Mock Division Office Alarm Procedure

1. Groups must enter through the main door on the south side of the building.
2. The board room, washrooms, and kitchen are the only authorized areas.
3. Opening any of the office doors, accessing the desk area or entering the resource room will result in an alarm call out.
4. Groups must vacate the building no later than 11:00 PM. Failure to do so may result in an alarm call out.

Reference: [Community Use of School Facility Form](#)