

Use of Facilities by Outside Organizations or Groups

Policy No. 402.11R

REGULATIONS

FORM: 402.11F - Use of Facilities by Outside Organizations or Groups Application Form

1. Definition

Rental Day: can be either consecutive or cumulative over the school year.

2. Rental, Use and Lease of Facilities/Equipment by Outside Organizations Form

- 2.1. All applications must be made on the official form listed above which is available from the District School Board Office and/or schools.
- 2.2. A school may choose to use its own form in addition to the official form and may attach it to the official form.
- 2.3. All applications will be valid for the current school year in which the application was received.

3. Approval/Notification

For rentals, use or lease five (5) days or less, Principal/ Vice Principals approve requests at the school level. For any rental, lease or use greater than five (5) days, applications must be approved by the Secretary-Treasurer, or designate.

3.1. Rental - No longer than five (5) days

The school Principal/Vice-Principal will use his/her discretion to assess issues of liability and cost. The Principal/Vice Principal will approve or deny the request. The school will inform the applicant in a timely manner whether the application is approved or denied. Schools should retain a copy.

3.2. Rental – Longer than five (5) days

The school Principal/Vice Principal will use his/her discretion to assess issues of liability and cost. The Principal/Vice Principal will submit the form to the Secretary-Treasurer, or designate, for final approval or denial. The Secretary-Treasurer will notify the school of the final approval or denial. The school will then inform the applicant. The approval process should be done in a timely manner. Schools and the Secretary-Treasurer should each retain a copy.

4. Supervision

The members of any organization using a school building must be under the immediate supervision and control of a competent and trustworthy adult who will undertake to be personally responsible for the due observance of these regulations.

5. Damage and Injury

- 5.1. The applicant must take full responsibility for, and bear all costs in connection with damage to school property and injury to participants and the public.
- 5.2. The approved occupancy capacity of the school's gymnasium must be adhered to as well as seating capacities and arrangements as recommended by the fire department.
- 5.3. All safety concerns must be reported to the principal immediately and all users protected from hazards until the school district can correct the concerns.

6. Taxes

All federal, provincial and municipal taxes are the responsibility of the applicant.

7. Use of Gym Floors

Members of organizations using the gymnasium for physical education activities must wear regulation gymnasium footwear. Where street shoes are used, or where food and beverages are to be served, hardwood gymnasium floors should be protected by a floor covering.

8. Furniture and Equipment

- 8.1. The use of school equipment is allowed only upon the prior and specific permission from the Principal/Vice-Principal.
- 8.2. Prior approval is required for any movement of furniture or equipment.

9. Access to Facilities

- 9.1. Only those taking part in the activities contracted for may be admitted to the building, and then only to the facilities specified and the approaches to them.
- 9.2. Parking must be restricted to the designated parking areas allowing for emergency access.

10. Alcoholic Beverages

- 10.1. Possession or consumption of alcoholic beverages on any portion of school premises is strictly prohibited, except with the written permission of the Board of Education, School District No. 91 (Nechako Lakes). All decisions that are alcohol-related are the jurisdiction of the Board. Permission will not be granted by the Board for the use of alcohol in activities organized specifically for the purpose of fundraising for student activities e.g. fundraising for dry grad or international trips.
- 10.2. In instances where permission is given, the applicants must ensure permits are obtained and provide proof of permits should such permits be required.
- 10.3. Party alcohol liability insurance must be obtained.

11. Smoking

In accordance with *Policy No. 402.6*, all schools are designated as Smoke Free Areas; smoking and e-cigarettes are strictly prohibited.

12. Commercial Activities

Rental of school facilities/equipment should not be in competition to local businesses. Where facilities or equipment is to be used for commercial activities, an appropriate market rental rate should be charged.