

COMMUNITY USE OF FACILITIES

Community Use of Facilities

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity group or organization nor the purposes they represent. User groups, who do not comply with the “*Community Use of Facilities*” policy, may lose their privileges.

Prioritization of User Groups

The right to authorize use of school facilities shall be retained by the Board through the principal. Use and availability of facilities will be determined by the division policy. Division curricular and extra-curricular activities take priority over outside user groups.

The following are listed in order of priority:

Booking of Elementary and Junior High School Facilities:

1. School-sponsored activities and events
2. Continuing Education
3. Public/Community Groups

Booking of High School Facilities:

1. Lord Selkirk Regional Comprehensive Secondary School (LSRCSS) school activities and events
2. Continuing Education
3. Divisional Schools
4. Public/Community Groups

There may be unforeseen or emerging needs for a school event or activity that necessitates a pre-emption of permits and community user groups.

Availability of Facilities

Lord Selkirk School Division facilities are used, for school purposes, primarily between the hours of 7 a.m. and 7 p.m. except for statutory holidays and school breaks.

COMMUNITY USE OF FACILITIES (cont.)

Lord Selkirk School Division facilities are used, for school, Continuing Education and community user group purposes primarily between the hours of 7 p.m. and 10 p.m.

User groups will be required to operate within their scheduled time allotment.

Formal Application Procedure

1. Permit for Use of Property shall be made with the school principal. For the LSRCSS, all bookings including the Community Stadium are to be made through the Continuing Education Office.
2. Bookings can only be made for the present or upcoming school year.
3. Applicants must read and agree to conditions listed on the permit.
4. There are no same-day bookings in Lord Selkirk School Division buildings.

For booking **Elementary and Junior High Schools**

- Groups are to submit requests to the principal of the school;
- The principal will notify the applicants if their facility use request can be accommodated.

For booking facilities in the **LSRCSS** (priority and dates)

- Staff must book the facility by June 15th for use in the upcoming school year;
- Other divisional schools requiring the use of facilities in the LSRCSS must book from June 16th -19th;
- Community groups residing within the Lord Selkirk School Division may request and book facility use for the upcoming school year starting June 20th.

For booking the **Community Stadium** (priority and dates)

- LSRCSS – September 30th;
- Lord Selkirk School Division Schools – end of 1st week in October;
- Community of Selkirk clubs, citizens, Western Canada Summer Games Partner School Divisions – end of 2nd week in October;
- Manitoba High Schools Athletic Association and Provincial organizations – end of 3rd week in October;

COMMUNITY USE OF FACILITIES (cont.)

- If the priority booking deadline is missed, then the next available date to book will be the start of the 4th week of October;
- Summer bookings: June 15th;
- Continuing Education office will notify the applicants if their facility use request can be accommodated.

For booking the **Selkirk Community Pool**

- All private bookings are to be made directly with the Pool Manager.

Rental Fees

There shall be a caretaker/custodian fee levied as per collective agreement, on a cost recovery basis if:

- Use of a facility is “for profit” or personal use;
- Use of a facility is requested “outside regular caretaker/custodian hours” (e.g. Saturday/Sunday);
- Caretaker/custodian time is required for the set up/take down of equipment.

Conditions for use:

- Payment is due upon receipt of divisional invoice.
- Facility is left in same condition as at time of rental. Damages shall be charged to permit holder.
- Permit holders must leave the facility at the time indicated on the permit. Additional time shall be charged if remaining on site past permit time.
- Permit holders must present copy of permit for use of property upon request.

Community Stadium Fee Structure and Cancellation Policy:

- See Community Stadium on division website.

Selkirk Community Pool:

- See website for current rental fees.

COMMUNITY USE OF FACILITIES (cont.)

Communications

The principal is responsible for maintaining an accurate calendar of all school and community group use.

- The principal will also inform the building custodians of the calendar for regular permit holders as well as one-time events.
- A copy of all permits will be provided to school custodians.
- At the LSRCSS, Continuing Education office will be the provider of the above information to the head custodian.

Cancellations

If the permit holder will not be requiring the use of the facility, then it is their responsibility to notify, the principal of the elementary or junior high school, or the Continuing Education office in advance.

If schools are closed due to weather conditions, all events and activities are cancelled for that day and evening, including Continuing Education. School closures are announced on radio stations and will appear on the division web site.

Staffing and Supervision

Sponsoring organizations shall provide sufficient competent adult and/or special supervision. The amount of adequate supervision will be shared at the time the authorization is issued. If a program requires the use of more than one room, a supervisor must be provided for each room in use. The number, age, type and qualifications will vary according to the nature of the activity and age of participants. The supervisor of the group will remain until all participants have left the building.

Safety and Security

Alcoholic beverages shall not be permitted in school facilities or on school property unless special permission is granted by the Board. Smoking and/or use of tobacco products is not allowed on divisional property, including grounds and vehicles.

COMMUNITY USE OF FACILITIES (cont.)

Objections

Should an objection be lodged against a specific use of division facilities by any group, such objection is only valid if it is made in writing to the Secretary-Treasurer and bears the signature of the individual and/or groups of individuals lodging the complaint. At such time a valid complaint is lodged, the following shall apply:

- Use of the facilities by the applicant shall be suspended temporarily to afford the Secretary-Treasurer sufficient time to meet with the Board and all concerned parties for the purposes of a hearing.
- The applicant shall be duly notified in time to contact the members of the group regarding the temporary suspension of use and the pending hearing.

Liability and Insurance

User groups and their organizers are **not** covered under the school board's liability insurance, and should therefore obtain liability insurance for their activities or confirm with their insurance brokers that they are covered.

Individuals or groups running organized or higher risk activities should ensure they have liability insurance coverage to protect themselves from lawsuits for injuries (a minimum of \$2,000,000 is recommended).

Damages to Facilities and Equipment

All applicants for use of division facilities shall hold the Lord Selkirk School Division free and without harm, from any loss or damage liability or expense that may arise during such use or occupancy of division facilities. Also, in the event that property loss or damage is incurred during such use or occupancy of division facilities, the amount of damage shall be decided by the Secretary-Treasurer and approved by the Board. A bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained.

Joint-Use Agreements

Lord Selkirk School Division has Joint-Use Agreements with:

- a) City of Selkirk
- b) R.M. of St. Clements