

[Policy Home](#)[Section K Index](#)[Policy KFB](#)Regulations Governing School Use

1. Payment of all fees to be made to "Pine Creek School Division".
2. Individuals or organizations wishing to use school facilities shall fill in a "Permit for Use of School" and leave it with the principal for approval.
3. Application for school use must be made in writing on appropriate division forms at least seven working days prior to the event. If activity requires Board approval, it must be submitted to the division office at least five days before the next Board meeting.
4. Upon approval of application for use of facilities by profit-making individuals, and/or organizations, full rental fee shall be paid in advance.
5. The user group shall provide a supervisor for each thirty persons in attendance. If a program requires the use of more than one room, the organization holding the permit must provide one adult supervisor for each room in use.
6. Damage to school property will be charged to the person signing the "Permit for Use of School".
7. The Board accepts no liability for loss or injury to people using building or equipment under each permit.
8. On days when a custodian is normally not on duty, organizations requesting use of a school will be assessed a custodial fee if the custodian's services are required. The fee will be equal to the custodian's rate of pay. A charge shall be assessed for each hour or any portion thereof.
9. Use of facilities on Saturdays, Sundays and statutory holidays will only be allowed if authorized personnel is available for opening, supervising and closing. (Custodial rates will be time and a half).
10. When an authorized school employee is involved with a program, and that employee agrees to accept the responsibility of providing supervision and security for the building during its use, a custodial fee may be waived if the group agrees to leave the facility as it is found. An authorized employee is one to whom the Pine Creek School Division has authorized the issuing of keys; i.e., teachers, principals, custodial staff.
11. Special Program Administration: The responsibility for arrangement for special programs will rest with the Superintendent and Secretary-Treasurer in consultation with the principal. Special programs include university courses, adult education, provincial and federal programs, etc.
12. Special instructional areas will be used for the programs for which they have been designed. They will not be used for programs detrimental to the facility. Fire and safety regulations shall be observed.
13. Industrial Arts and Home Economics facilities will be granted for community use only if:
  - a) the day instructor acts as an instructor for the evening course.
  - b) an instructor from the community is certified by a recognized institution and approved by the Board.
14. If additional custodial services are required, additional fees will be assessed.

Restrictions

1. Use of facilities during Christmas, mid-term and summer breaks will be reviewed by the administration.
2. Consumption of soft drinks and/or food is prohibited in the gym or the auditorium (unless by special arrangement).
3. Pine Creek School Division property is smoke-free. Smoking is not to be permitted.
4. Alcoholic beverages are not permitted on school property at any time.
5. Regulation gym footwear must be worn in the gymnasium or auditorium for specified activities.
6. Premises for evening use must be vacated by 10:00 p.m. (unless otherwise approved by the Board)
7. Where it is necessary to use some school equipment, a fee may be assessed.