



## 7.04 Community Use of Facilities and Equipment

### 7. Facility Administration - Administrative Procedure Manual

The Pine Creek School Division acknowledges that its facilities are an integral part of the community and therefore encourages individuals and/or groups (herein after referred to as “user”) wishing to use Division property. The Division has developed this Community Use of Facilities and Equipment procedure to promote safe and responsible use of these facilities, while reducing the risk of injuries/property damage and subsequent liability risk. The Division requires that users demonstrate to the satisfaction of the site manager that sufficient controls be in place and terms and conditions of the application are followed.

The authorization of Community Use of Facilities and Equipment is managed and scheduled directly at the site level. The Principal is deemed site manager at individual schools. The site manager will provide the central division office with a copy of the approved application form along with applicable payment.

Requests sponsored by the Division or by individual schools will be generally given first priority when scheduling use of facilities or equipment. Priority for use of facilities by outside users will be determined by the site manager.

Due to liability constraints, the applicable form must be submitted for approval a minimum of 7 days prior to the event.

In the event that an unscheduled school closure (e.g. due to inclement weather) occurs, the booking will be cancelled.

#### **Access to Facility**

Upon approval of a Community Use of School application, the site’s manager will arrange for the person in charge to have access to the building for the date and time of the scheduled event. The person in charge will be responsible for managing the door and allowing the participants into the facility.

#### **Fee Assessment**

All fees are payable to The Pine Creek School Division and are collectible at the time the application is accepted by the site manager. Custodial fees will be determined if a custodian is called in after regular hours. Scheduling additional custodial hours are based on the needs of the event at the discretion of the site manager.

User fees will be determined as follows:

1. School or Division-based events – no user fees are assessed and no custodial costs will be charged.

2. Community-based recreation partnerships – no user fees are assessed as part of the Division’s formal partnership with the local recreation commissions. A custodial fee may be assessed.
3. Non-profit organizations – a user fee may be assessed in order to recoup costs incurred by the Division as a result of the organization’s activity. A custodial fee may be assessed.
4. For-profit and other private organizations – a user fee will be assessed. A custodial fee may be assessed.

**Liability Insurance**

The Pine Creek School Division accepts no liability for loss or injury to people using a facility or equipment by signed applicant which serves as notice to the entire group.

Users hosting higher-risk activities are required to carry a minimum of \$2,000,000 liability coverage. Verification of insurance must be confirmed if liability insurance is not purchased through the application process.

Liability insurance is required for all outside users and must be in place prior to the event.

See chart below for rates of insurance premiums, obtainable through The Pine Creek School Division:

OUTSIDE USER LIABILITY INSURANCE RATES - \$2,000,000 COMMERCIAL GENERAL LIABILITY				
<b>SPORTS</b>	<b>Number of Participants</b>	<b>One-Day Premium</b>	<b>Two-Day Premium</b>	<b>Seasonal Premium</b>
Badminton, Dance Lessons, Horseshoes, Tennis	1-25	\$25	\$50	\$75
	26-100	\$50	\$100	\$150
	101-250	\$75	\$150	\$225
	Over 250	Refer	Refer	Refer
Baseball, Basketball, Field Hockey, Floor Hockey, Handball, Racquetball, Soccer, Squash, Softball, Volleyball, Swimming with Lifeguard, Non-Contact Touch/Flag Football, Track & Field	1-25	\$50	\$75	\$150
	26-100	\$100	\$150	\$300
	101-250	\$150	\$225	\$450
	Over 250	Refer	Refer	Refer
Recreational Non-Contact Ball Hockey	Pick-up Max 30 Players League	\$50 Refer	\$75 Refer	\$100 Refer
<b>MEETING AND OTHER EVENTS</b>	<b>Number of Participants</b>	<b>One-Day Premium</b>	<b>Two-Day Premium</b>	<b>Seasonal Premium</b>
Arts & Crafts, Bridge, Sewing Groups, Church Meetings, Rummage Sales, Prenatal Classes, Seniors Group Meetings, Homecomings	1-25	\$25	\$50	\$75
	26-100	\$50	\$100	\$150
	101-250	\$100	\$200	\$300
	251-500	\$150	\$300	\$500
	Over 250	Refer	Refer	Refer

## **Cancellation**

In the event of cancellation, assessed fees will be returned to the user unless costs have been incurred by the Division as a result of the scheduled event. Insurance premiums are non-refundable.

## **User Conditions**

1. Organizations wishing to use school facilities shall complete the application form.
2. For activities that fall within the school year, applications should be made at least two weeks in advance of the desired start date.
3. The facility or equipment is available for use only after the application has received approval.
4. Approvals are granted only to those persons named on the application, for the purposes stated on the application, and are not transferrable.
5. In the event of a school being closed for the day due to inclement weather or a facility problem such as an electrical or heating malfunction, community use for that date is cancelled.
6. The applicant will protect, indemnify, and save harmless the School Division, its servants or agents, of and from all claims for damage that may arise out of the use of the facilities or equipment by the applicant.
7. The applicant is responsible for any loss or damage to the facilities or equipment relating to the activity resulting from use by any person(s) covered by the application. Proof provided by the site manager shall be evidence of such loss or damage and the applicant will be responsible for payment of such loss or damage. The applicant will reimburse the Division for any damages beyond the expected and reasonable wear and tear.
8. The Division reserves the right to cancel any user's approved application at any time.
9. Users are responsible for all individuals taking part in any approved activity, as well as any spectators in attendance. The Division requires users to provide adequate supervision, using the ratio of at least one adult for every 15 participants. If a program requires more than one room, the above stated ratio applies for each room in use.
10. Special instructional areas will be used only for the programs for which they have been approved.
11. Industrial Arts, Home Economics and Science facilities will only be granted approval in consideration of the qualifications of the user.
12. No admittance charge shall be made or tickets sold in advance, or a collection of any kind taken, unless the intention to make such charges, sell such tickets, or take a collection is stated on the approved application.
13. Alcoholic beverages and smoking are strictly prohibited on all Division property.
14. Community Use Agreements are subject to all Division Policies and Procedures, as well as any By-laws of the Province or Municipality that govern the use of public buildings (e.g. fire and safety regulations).