

## Community Use of School Facilities – PART 1

The Pine Creek School Division acknowledges that school facilities are an integral part of the community. It is to the benefit of the individual / group wishing to use school property to take all reasonable steps to reduce the risk of such injury. Pine Creek School Division therefore requires that community use groups and individuals demonstrate to the satisfaction of Pine Creek School Division that there will be sufficient controls in place to follow the conditions of the permit and to prevent foreseeable harm or property damage related to activities at the event. Pine Creek School Division has developed this Community Use of Schools Policy in order to:

- Establish rules for the use and operation of school facilities by outside individuals and user groups.
- Promote safe, responsible use of these facilities.
- Reduce the risk of injuries/property damage and subsequent liability risk.

Even small groups holding low-risk functions such as meetings, conferences, hall-walkers, square dancing and similar functions may be vulnerable to lawsuits for injuries that arise out of their activities. *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 broker that they are covered under their home-owners insurance policy.

Individuals or groups running organized or higher risk activities such as using the gym for sports, using the shops for projects, using athletic field(s) for sports or sponsoring an event/function where tickets are sold, or where attendance exceeds 150 persons, face greater risk and should therefore ensure they have liability insurance coverage to protect themselves from lawsuits for injuries (a minimum of \$2,000,000 coverage is recommended).

Various outside groups may have access to liability insurance from their parent organizations such as Sport Manitoba, Boy Scouts, Girl Guides etc. and should confirm for themselves whether such insurance exists for them. Local Recreation Commissions may have insurance that would cover the proposed activity. **An alternate source of liability insurance is available through the Pine Creek School Division.**

1. All school use applications are managed and scheduled directly at the school level with the school division being provided with copies of all Use Permits and schedules established. Larger scope community recreation commission and nursery school joint use agreements will be managed by the Division.
2. Generally, use fees will not be charged for community recreation, non-profit child-centred and non-profit community based activities. For profit based groups, a rate of \$25.00 per hour will be charged. In granting use of a school facility to a for-profit group, it is the policy of the school division not to compete with services in the area.
3. If the activity is planned to occur outside of normal school hours (evenings or weekends) where a custodian is required, all groups will pay the total costs of the custodial time, including any overtime, incurred by the Division. For-profit based groups will pay these costs in addition to the \$25.00 per hour rate assessed by the school division. In the case of cancellation of an event by the community-use group with less than a two-week notice, the costs for custodial time, including overtime will still be the responsibility of the community-use group.
4. Where it is necessary to use school equipment, a fee may be assessed.
5. All assessed fees shall be made payable to "Pine Creek School Division", not the individual school and are payable in advance of the scheduled use of school facilities.
6. Organizations wishing to use school facilities shall complete "Permit for Use of School" form and leave it with the school principal. If fees are to be assessed, the form is to be forwarded to the Division Office for fee calculations prior to receiving the principal's approval and being scheduled.
7. For activities that fall within the school year, applications should be made at least 14 days in advance of the desired start date.
8. For activities that would take place during school summer, winter or spring break periods, the application must be received one month prior to the commencement of the break period and approval will be subject to the cleaning and maintenance schedules for the break period. If a school is a construction site during a break period, community use will be restricted accordingly.
9. The facilities will be available for use only after the permit has received all applicable approvals.
10. The Pine Creek School Division accepts no liability for loss or injury to people using a facility or equipment under a community use permit and the "Permit for Use of School" form signed by the applicant serves as notice to the entire group. Therefore, liability insurance coverage for all groups is encouraged. For groups not having access to this type of insurance, the Division, through its' insurers makes it available to outside groups for a nominal fee. The "Permit for Use of School" form, including liability insurance options, is available on the school division ([www.pinecreeksd.mb.ca](http://www.pinecreeksd.mb.ca)) website.
11. Permits are issued only to the Applicant Organization and the stated Person in Charge along with the listed supervisors on the permit for the purpose stated on the permit. Permits are not transferrable.

### Types and priority of school use:

#### 1 - School/Student

Any function or activity, organized primarily by and for the students of the school will be deemed a school activity provided it is approved by the principal and supervised by members of the teaching staff or designate.

#### 2 - Community Recreation

Any function or activity that is organized and sponsored/sanctioned by a municipal or community recreation commission that has a joint use agreement with the school division.

#### 3 - Non-profit, child-centred

Groups such as Scouts, 4H, community sports

#### 4 - Non-profit, Private Community Groups

Groups such as adult sports activities, church groups

#### 5 - Profit, child centered

Groups where a fee is charged for attendance and instruction for children/youths – e.g. Karate, dance lessons, music lessons– in granting use of a school facility to a for-profit group, it is the policy of the school division not to compete with services in the area. In the case of music lessons being offered at a school facility, please refer to the special section below.

#### 6 - Profit Groups

Groups where a fee is charged for attendance and instruction for adults– in granting use of a school facility to a for-profit group, it is the policy of the school division not to compete with services in the area.

#### **Note regarding the use of school facilities for private functions or uses not outlined above:**

*Booking of school facilities for private functions such as meetings, parties or bridal showers, family gatherings is not permitted and persons interested in such use are directed to other community facilities (halls, churches). Requests that do not fall within the six categories listed above will not be approved by divisional personnel, but may be directed to the Board of Trustees at the next scheduled board meeting provided the applicant submits the application form to the Secretary-Treasurer at least five days prior to the Board meeting.*

#### General Conditions of use:

1. School activities are first priority: if a community use time conflicts with a school activity, reasonable efforts will be made to provide ample notice to the group of the school's unavailability at that time.
2. In the event of a statutory holiday falling on the day of a group's scheduled community use, the use for that date is cancelled.
3. 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.
4. The applicant accepts responsibility for the actions of participants and for damages to the school facilities relating to the activity and will reimburse the Division for any damages beyond the expected and reasonable wear and tear. Such damages must be fully paid before the group resumes community use. A letter from the school principal or the Coordinator of Maintenance shall be evidence of such loss or damages and the permit holder shall pay the amount of such loss or damage upon demand being made by the Secretary-Treasurer of the Division. The school division reserves the right to cancel any group's permit due to misuse of the facility and/or equipment.
5. The custodian shall inspect the facilities after community use and report any loss or damage to the school principal. The permit holder should accompany the custodian on the inspection.
6. Mature and responsible persons are in attendance and supervising the activity at all times.
7. Ratios for activities run by for Joint-Use Agreement groups will be established by the standards of that organization based on the age of the participants and the risks associated with the activity.
8. For other groups, the general requirement will be one mature and responsible adult for every 15 participants. However, the school principal may make additional supervision a requirement of the permit if the age of the participants and the risks associated with activity warrant a lower ratio.
9. 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 designed.
11. Industrial Arts, Home Economics and Science facilities will only be granted permits for community use with consideration for the qualifications of the instructor.
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 application for the permit and is approved.
13. Fire and safety regulations must be observed at all times.

#### Restrictions:

1. The smoke-free policy will be respected at all times.
2. Consumption of soft drinks and/or food is prohibited in school gyms or auditoriums unless special arrangements have been made in the permit application process.
3. Alcoholic beverages are not permitted on school property at any time.
4. Regulation, non-marking footwear must be worn in the gym or auditorium for activities.
5. Premises for evening use must be vacated by 10:00 p.m. unless special arrangements have been made in the permit application process.

#### Private Music Lessons

The school and the equipment may be used for private music lessons for students who are enrolled in Pine Creek School Division schools with the following provisions:

1. The Pine Creek School Division Board of Trustees will only give prior approval to any private music lessons provided at a school site.
2. The lessons may take place outside the regular instructional hours, subject to school personnel being on duty, before classes commence in the morning, at noon hour and after school.
3. A rental fee may be assessed by the principal for the use of the facilities and equipment.

In granting use of a school facility for private music lessons, it is the policy of the school division not to compete with services in the area. The Board will allow private lessons to take place at the school should this be the only way in which students will have reasonable access to music lessons.

If the Community Group is applying for insurance, fax this form to Western Financial Group Insurance Solutions 204-957-0678, Attention: L. Baker  
 Your School Division office will be invoiced the premium and will invoice the permit holder for the cost.

**COMMUNITY USE POLICY: APPLICATION FOR USE OF SCHOOL FACILITIES – PART 2**  
**PLEASE PRINT**

**\*\* In accordance with the Province of Manitoba's Retail Sales Tax (RST) 7% must be added to the insurance premiums indicated below \*\***

School Division/District: **Pine Creek School Division** School: \_\_\_\_\_

APPLICANT (Organization): \_\_\_\_\_ Person in Charge: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Telephone: (204) \_\_\_\_\_

Time of Use applied for: Day of Week \_\_\_\_\_ Timeframe: \_\_\_\_\_ Date(s) : \_\_\_\_\_

Particulars of Activity: \_\_\_\_\_

Number of Participants Expected: \_\_\_\_\_ Approximate age of participants (for over 18, indicate "Adults"): \_\_\_\_\_

Name of Supervisors: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_ (204) \_\_\_\_\_

\_\_\_\_\_ (204) \_\_\_\_\_

(if more space is required, please attach a list)

**Requirements: (Facilities/equipment)**

- Gymnasium     Music room     Classroom # \_\_\_\_\_     Shops     Theatre     Multi-purpose room
- Soccer/baseball field     Other: \_\_\_\_\_
- Type and Quantity of Equipment, if requested: \_\_\_\_\_

**Fees:**

- 1. Use of Facilities                    \$ \_\_\_\_\_
- 2. Use of Equipment                 \$ \_\_\_\_\_
- 3. Custodial Costs                    \$ \_\_\_\_\_
- 4. Security Costs                      \$ \_\_\_\_\_
- 5. Liability Insurance Prem. (from chart at right)    \$ \_\_\_\_\_
- 6. RST on Insurance Prem.         \$ \_\_\_\_\_
- 7. Other – described below         \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_
- 7. TOTAL**                                 \$ \_\_\_\_\_

(Make cheques payable to:  
 Pine Creek School Division)

OUTSIDE USER LIABILITY INSURANCE RATES - \$2,000,000 COMMERCIAL GENERAL LIABILITY				
SPORTS	Number of Participants	One-Day Premium	Two-Day Premium	Seasonal Premium
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
MEETING AND OTHER EVENTS	Number of Participants	One-Day Premium	Two-Day Premium	Seasonal Premium
Example: 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 500	Refer	Refer	Refer

Activities Not Listed - Contact L. Baker at Western Financial Group Insurance Solutions  
 Phone: 1-800-665-8990 ext. 7220

Other terms or conditions: \_\_\_\_\_

This is to certify that The Applicant Organization and the Person in Charge while occupying said facilities, will provide and be responsible for adequate adult supervision and the security of school property and will abide by all rules and regulations as established by the school and/or Pine Creek School Division. The Applicant Organization and the Person in Charge agree to pay for any damages incurred to property and/or equipment and to pay rental fees as outlined. The Applicant Organization and the Person in Charge will protect, indemnify and hold harmless the Pine Creek School Division and its agents from all claims for damages that may arise out of the use of buildings or grounds by the permit holder. If liability insurance premium is not indicated above, the Applicant Organization and the Person in Charge, agrees to obtain their own liability insurance for this event.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ Signed (Person in Charge): \_\_\_\_\_

Permit approved by (Facility/Property Designate): \_\_\_\_\_ Date Issued (d/m/yr): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_