

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	FACILITIES & GROUNDS	
<i>Management Guideline</i>	USE OF SCHOOL BUILDINGS AND EQUIPMENT	
<i>Applicable Policy</i>	USE OF SCHOOL BUILDINGS & EQUIPMENT	409

Board Approved: June 25, 1999

1.0 Procedures: General Guidelines for Use

Unless otherwise negotiated into a Joint Facilities Use Agreement:

- 1.1 Requests for sharing on a short-term basis will be handled by the School Principal.
- 1.2 The development of joint use agreements is to be undertaken where long-term sharing of facilities occurs. All such agreements will be referred to the Director for approval.
- 1.3 In all cases, any costs should be prorated to the parties involved, subject to negotiation.

In cases of long-term sharing of facilities, cost of use are to be tracked and prorated to the parties involved at the end of each annual term of use, or as agreed otherwise.

- 1.4 Use of a school while school is in session is to be contingent upon direct permission of the Principal of that school.
- 1.5 The Board/Principals reserves the option to cancel any user group in order to make that space available for use by the students.
- 1.6 The principal of the school shall have the right to authorize the use of school facilities by the groups as defined. The principal shall submit a report to the Board when school facilities are used by groups as defined under Section 4.0 External Users of Type E, F, G and H.
- 1.7 The Principal of the school shall have the right to deny the use of school facilities to any user or group intending to sell or distribute alcoholic beverages, or any other materials deemed inappropriate, (i.e., weapons) on school premises or property.
- 1.8 The Principal of the school shall have the right to prohibit consumption of alcohol or use of illicit drugs on school property. Individuals under the obvious influence of alcohol or drugs are to be denied admission to the school. Organizations that may have a member(s) disregard the ruling are expected to take associated disciplinary action that will also be reported to the Board.

1.9 Summer Use of Schools

Summer use will be considered if it does not interfere with maintenance schedules and supervision that is acceptable to the Board has been arranged.

- 1.10 Users and organizations will be required to carry insurance as determined by the Board, based on the nature of the activity and other factors.
- 1.11 All Board facility use must comply with the applicable Board policies. These policies are subject to change from time to time and said changes are to be considered as part of any joint use agreement upon passing of the policy by Board vote. Site-specific guidelines for use of a site as provided by a School Principal are to be fully complied with by all user groups, and failure to do so may result in cancellation of access.
- 1.12 All requests for the use of facilities should be made through the appropriate School Principal, or in the event that a joint agreement is in place, by the designated person as per the agreement.
- 1.13 The Board will not permit the use of the technical shop areas and equipment therein for other than instructional lessons in day or night school classes, and the repair and maintenance of Board owned equipment by the Board maintenance staff whenever necessary. Determination of which areas constitute technical shop areas lies with the Board and includes, but is not limited to home economics, woodworking, automotive, electronic, computers, broad-based technology, communications and small engines.
- 1.14 It is not the policy of the Board to compete with any commercial enterprise within the community.
- 1.15 Each school in the Board will establish weekday and weekend hours during which the school may be available for community use. Schools may be available for outside use during these hours in accordance with the current board policy.
- 1.16 A Board custodian or staff member must open and close the building and remain on site during the time that the building is in use, and ensure the security of the facility prior to leaving.

2.0 Fee Guidelines

The fee schedule for use of school facilities will be as follows:

Where a formal Facilities Use Agreement exists or is created, the application of fees may be negotiated and such agreement will override/supersede the Fee Guidelines section of this procedure.

“Recognized additional costs” may include heat, light, power, cleaning, supervising staff, set up and any other identifiable costs incurred by the Board.

3.0 Internal Groups

Internal Groups are defined as those that are conducting activities or meetings normally associated with either the school or the school board and that are being directly or

indirectly supervised by a school or school board representative. Approval of school use must, in all cases, be ratified by the school principal.

Some examples of internal groups are home and school organizations, Trustees' Committees, Students' Councils, school basketball and school volleyball teams, night school classes, etc.

Fee: There will be no rental fee; however, the Board may request that recognized additional costs be recovered from the internal users. Extra custodial hours must be pre-approved by the Manager of Plant Services.

4.0 External Groups

External groups are all those groups that are not directly associated with the Board of the school.

The fee structure for the various types of external users will be as follows:

TYPE A: Elected representatives and bonafide employees of the municipalities within the District, when conducting such activity clearly identified as municipal business.

- See Fee Schedule 5.0
- Recognized additional costs to be recovered

TYPE B: Organizations (national, regional or local) which provide general community service for youth groups where the primary aspect of the activity is training and the program meetings are conducted on a frequent and regular basis.

- See Fee Schedule 5.0
- Recognized additional costs to be recovered

TYPE C: Organizations which provide community service for youth groups on a semi-regular basis with the primary aspects of the activity being social in nature. Fees charged by the organization to participants are subject to review and limitation by the Board, (also see (g)).

- See Fee Schedule 5.0
- Recognized additional costs to be recovered

TYPE D: Groups of individuals organized for the benefit of the community and who are promoting physical fitness or cultural enrichment. These groups may be informal and temporary organizations open to interested members of the public, but who satisfy the principal as being responsible and capable of supervising themselves. Fees charged by organizations to participants are subject to review and limitation by the Board (also see (g)).

- See Fee Schedule 5.0
- Recognized additional costs to be recovered

TYPE E: Organizations which provide limited community services and participation because of religious affiliation.

- See Fee Schedule 5.0
- Recognized additional costs to be recovered

TYPE F: Not for Profit organizations which provide limited community services and participation because of:

- specific talent requirements
- specific interests
- fee requirement
- See Fee Schedule 5.0
- Recognized additional costs to be recovered
- limited enrolment
- political affiliations
- age requirements

TYPE G: Profit-making organizations not providing a community service, or charging excessive fees to participants (see (c) and (d) above):

- See Fee Schedule 5.0
- Recognized additional cost to be recovered

TYPE H: Other groups that do not fit any previously mentioned category:

- To be determined by the Principal in consultation with the Manager of Plant Services.

5.0 Fee Schedule

User Group	Secondary Schools	Elementary Schools
	(Per Time Slot Use*)	
Internal Groups	No Charge	No Charge
Gymnasium		
External Groups (See Management Guideline Policy 409 – Section 4.0)		
TYPE A		
(Single Gymnasium)	\$ 40.00	\$ 40.00
(Double Gymnasium)	\$ 75.00	—
TYPE B		
(Single Gymnasium)	\$ 40.00	\$ 40.00
(Double Gymnasium)	\$ 75.00	—
TYPE C		
(Single Gymnasium)	\$ 40.00	\$ 40.00
(Double Gymnasium)	\$ 75.00	—
TYPE D		
(Single Gymnasium)	\$ 50.00	\$ 50.00
(Double Gymnasium)	\$ 80.00	—
TYPE E		
(Single Gymnasium)	\$ 75.00	\$ 75.00
(Double Gymnasium)	\$100.00	—
TYPE F		
(Single Gymnasium)	\$100.00	\$ 75.00
(Double Gymnasium)	\$150.00	—
TYPE G	Greater of 20% of total fee charged to participants, or:	
(Single Gymnasium)	\$100.00	\$100.00
(Double Gymnasium)	\$150.00	\$150.00
Classrooms		
External (A to D)	\$10.00	\$10.00
External (E to H)	Greater of 20% of fee charged or \$20.00	
Piano		
Subject to Pre-approval and Principal determination	\$ 25.00	\$ 25.00

Cafeteria

The charge of \$50.00 per evening applies, provided that school cafeteria staff, if available, are hired to operate the kitchen. This would be in addition to the rental fee.

Library, Common Areas, Other Spaces

Subject to review by Board Administration and prorated as determined

Fees for Grounds

Soccer fields, ball fields and other general areas to be determined by Board Administration prior to use.

Custodial / Board Staff

If required, actual cost of wages will be determined as per the current Collective Agreements for set up or take down time, site security, and/or cleaning, as applicable, required due to nature of the event/use.

*Note: time slots are as determined on a per site schedule.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD
Application and Permit for Use of School Facilities

NAME OF ORGANIZATION	
SCHOOL REQUIRED	
DATE(S) REQUIRED	TIMES From: _____ To: _____
ACCOMMODATION REQUIRED Classroom _____ <input type="checkbox"/> General Purpose Room _____ <input type="checkbox"/> Gymnasium _____ <input type="checkbox"/> Grounds _____ <input type="checkbox"/> Other (Specify): _____	SPECIAL PRIVILEGES REQUIRED Cafeteria _____ <input type="checkbox"/> Chairs _____ <input type="checkbox"/> Custodian _____ <input type="checkbox"/> Other (Specify): _____
PURPOSE OR NATURE OF GATHERING	
ADMISSION CHARGE (If Any) \$ _____	ANTICIPATED ATTENDANCE
FEE \$ _____ NOTE: Fees, if applicable, must accompany this application.	

WE CERTIFY THAT WE HAVE READ OVER THE CONDITIONS AND REGULATIONS APPEARING ON THE BACK OF THIS PERMIT, AND AGREE TO CONFORM THERETO, AND TO BE STRICTLY BOUND THEREBY.

WE FURTHER AGREE TO REIMBURSE THE SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD FOR THE COST OF REPAIRS TO BOARD PREMISES, FURNITURE, OR EQUIPMENT DAMAGED BY OUR USE OF THE FACILITIES.

DATE	(NAME OF ASSOCIATION OF GROUP)
PER (SIGNATURE)	ADDRESS
NAME OF ON-SITE ADULT REPRESENTATIVE	TELEPHONE

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THE ISSUE OF THE PERMIT IS ENTIRELY AT THE DISCRETION OF THE BOARD. THE BOARD RESERVES THE RIGHT TO CANCEL THE SAME WITHOUT NOTICE UPON BREACH OF ANY OF THE CONDITIONS OR REGULATIONS.

PRINCIPAL'S APPROVAL

Copies to: Contact Person
 Principal

Guidelines for Use of Facilities by Outside Groups

It is the aim of the Superior-Greenstone District School Board to be an integral part of the community and its activities. The aim of this document is to provide guidelines to all for the use of the facility. The needs of the students and staff have been, and will continue to be the first consideration in establishing a schedule for use by outside groups. Authorization of use of facilities is at the discretion of the School Principal in consultation with staff.

General

1. Each user group must have a designated adult representative or contact person who will be on site at all times during the group's activities. This designate will be the liaison between the group and the supervising board staff member.
2. Approved hours of use must be strictly adhered to by the user.
3. Use is restricted to approvals in itemized agreement.
4. Requirements of the groups must be known by the Head Custodian at least 48-hours in advance of the event.
5. School equipment is not available to user groups unless prior written authorization has been obtained from the Principal of the school.
6. User must follow the instructions of the custodians or staff member on duty with regard to:
 - care of the building
 - safety concerns
 - exit from the premises
 - parking
 - use of items supplied by the user
7. Smoking by outside user groups is not permitted in the building or on school grounds.
8. Appropriate behaviour and polite language is to be used by all users at all times throughout the school, and on school board property.
9. Where a group fails to adhere to these guidelines, the Principal may cancel the use of the facility.