

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

POLICY ITEM: Use of Facilities by Staff and Community	CODE: FK
LEGAL STATUS: Board Motion #69.08; #11.18	DATE APPROVED: Jan 22, 2018

Background:

The Board of Education wishes to encourage the use of the school facilities by the community, and in so doing, at a minimal cost or on a cost-recovery basis.

Policy:

The Board of Education will, under certain conditions, allow community and staff members the use of school division facilities.

Guidelines:

1. Each school principal is to ensure that school sponsored events for students receive first priority in the use of the facility outside of school hours.
2. Any persons or organizations from the community wishing to use school facilities are to first contact the school principal, who may then contact the Chief Financial Officer.
3. The Chief Financial Officer, in consultation with the principal, is responsible to determine whether or not a rental fee is charged to the outside group or organization. This rental fee is determined by estimating the actual expenses that will be incurred because of the rental, (e.g., extra caretaking services). All rental fees are to be remitted to the Chief Financial Officer to allocate to budget lines to cover costs or maintenance costs.
4. Each principal is responsible to determine whether or not an organization or group has adequate supervision during the rental period. In the event that a principal determines that there is not adequate supervision, the organization or group will not be permitted to use the facility.
5. Each principal is responsible to determine whether or not additional caretaking services are required during an event or after an event in order to ensure that the facility is ready for student instruction on the next school day.
6. Liquor will be permitted at adult only functions with the prior approval of the Chief Financial Officer and provided that appropriate permits have been obtained by the group or organization.
7. The Board of Education directs each principal and the Chief Financial Officer to ensure that school facilities are used by the public for functions that require these unique facilities. In particular, the use of school facilities for weddings or other events that are best held at community halls or church facilities should not be permitted.
8. Each school principal or designate is to authorize any use of school facilities by staff members. However, any staff member(s) directly benefiting financially from an activity must have the approval of the Chief Financial Officer, who will determine an appropriate rental fee.
9. The Chief Financial Officer and each school principal are jointly responsible to ensure that appropriate security measures are taken to protect the school building and equipment.
10. The Chief Financial Officer and each school principal must directly inform the Facilities Manager in the event that a rental occurs during any school break. The reason for this is to adapt or revise the maintenance program in order to accommodate the rental.
11. No community group or individuals will be allowed to use the school facilities for functions that are in opposition to the teaching of the Roman Catholic Church.

12. Any community group or individuals requesting the use of school facilities for a profit-based activity or event must submit a letter of request to the Chief Financial Officer. In this case the individual or group will be charged a commercial rent rate.
13. Each organization or group must read and fill in the rental form that will be provided by the principal or designate before being allowed to use the school facility.
14. Each school principal will use the following priority list in determining the use of school facilities:
 - a) student use
 - b) school/community use
 - c) staff use
 - d) church or parish use
 - e) non-profit organization or groups
 - f) others
15. All activities must align with Board policies and procedures to ensure the safety of all using the facility and must be an appropriate use of facility (ie: no jumping castles as they are not intended for gym or common area use in schools).



Request to Use Facilities of the Prince Albert Catholic School Division

Name of School: _____

Date(s) to be used: _____

Purpose of use: _____

In order to access use of school division facilities, the following guidelines must be followed and the following form must be completed:

1. *Groups utilizing school facilities will identify the individual who will supervise the premises being used. (Should the group wish to change the supervisor, it can only be done with the approval of the principal).*
2. *It is expected that the space utilized will be left in the same condition as found. Any cost for damage incurred, or for necessary caretaking will be the responsibility of the group.*
3. *School keys must be picked up only by the designated person, identified below. School keys must be picked up before the end of the school day or the booking shall be cancelled.*
4. *No unsupervised groups will be allowed in the premises at any time.*
5. *School equipment may not be used unless arrangements have been made and approved by the school principal. Equipment to be used shall be identified below.*
6. *The school principal, or other designated official for the school system will have authority over use of the school building.*
7. *The alarm code will not be given out to non-school division personnel.*
8. *All Prince Albert Catholic school facilities and property are designated smoke-free.*
9. *Rental charges, where applicable (including caretaking and/or security costs) will be assigned by the principal in consultation with the Chief Financial Officer and forwarded to the school division.*

I have read and accept the above guidelines and will abide by them while utilizing the above-named facility.

Name of group

Name and signature of supervisor

Name and signature of person picking up key

School equipment to be used:

Address and telephone number of supervisor

Amount of fees charged: _____

This completed form is to be retained in the principal's office