



Wetaskiwin Regional  
Public Schools



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# USE OF SCHOOL FACILITIES OR GROUNDS HANDBOOK

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## **WRPS Use of School Facilities and Grounds**

As a publicly funded organization and supporter of youth and community programs, Wetaskiwin Regional Public Schools (WRPS) is prepared to make its facilities, grounds, furniture or equipment available for use by the community or not-for-profit organizations, groups of WRPS employees, and by partners in education on a regular or intermittent basis, provided the use does not negatively impact upon the primary purpose of the Division's facilities – the education of students.

High priority will be given to youth or community-oriented groups that are sponsored by our partner municipalities and adult educators, while lower priority will apply to adult-oriented groups or for-profit enterprises.

# Use of School Facilities General Guidelines

Authority to make facilities, grounds, furniture or equipment available for use outside school hours (after 4 p.m. weekdays or all day weekends and holidays) is vested with the applicable school principal and/or the WRPS Facilities Manager.

1. Applicants should review Administrative Procedure 545 Use of Division Facilities or Grounds.
2. Facility use requests must be made through the WRPS online booking system at <https://wrps11.ebasefm.com/rentals>.
3. Facility use requests must be submitted at least one week in advance of the event date.
4. Facility use applicants must be persons 18 years of age or older, who, personally or on behalf of their organization, undertakes to supervise the activity, pay the rental fee and abide by all terms of WRPS Administrative Procedure 545 Use of School Facilities or Grounds and this handbook.
5. Proof of insurance is required when applying to use Division facilities or grounds where the proposed activity is deemed to be of high risk. High risk activities are described in the ARMIC Activities List.
6. Annual lease fees will be charged, signed Lease Agreements and proof of \$2,000,000 liability insurance will be required for on-going annual facility use by registered societies, government agencies or other like organizations:
  - a. Where the organization has access to government grants or other secured funding arrangements, lease rates, based on average WRPS per square meter facility operating costs, may be assessed;
  - b. Where the organization is volunteer in nature or has no secured funding arrangements, assessed lease rates may be minimized (\$1.00 per annum).
7. Applicants must provide twenty-four hours notice to cancel an event without penalty. If, however, failure to provide adequate notification of event cancellation is not provided, twenty-five percent of the rental fee will be withheld by Wetaskiwin Regional Public Schools.

# Facility Use Requests Approval

1. Approved facility use requests will be issued a Facility Use Permit.
2. Facility Use Permits are only valid on the dates and times specified on the permit.
3. Facility Use Permits apply only to the spaces referred to on the request.
4. WRPS may cancel or revoke a Facility Use Permit at any time it has been established that the Permit and/or Administrative Procedure 545 Use of School Facilities or Grounds has been violated by the applicant.
5. Facility Use Permits are issued with the understanding that the needs of the Division take priority over the needs of the applicant. If the Division should require the building for unforeseen circumstances, the Principal, in consultation with the Facilities Manager, may change or cancel the approved Facility Use Permit to accommodate the needs of the Division. In cases of cancellation, WRPS shall not be liable for claim by the applicant for damages or reimbursement on account of loss or expense incurred.
6. Where the intended use is considered high risk (see page 6), Facility Use Permits will only be issued where proof of liability insurance or Form 545-2 Facility User Group Insurance, is submitted and accepted by the WRPS insurance broker, and applicable fees accompany the request.
7. The applicant shall assume full responsibility for any damage beyond normal wear that may result from the use of the building.
8. Facility Use Permits for regular weekly or monthly rentals throughout the year will be issued as early in September as possible once the Principal and/or designate has determined the school's requirements for after-hours use.

# Liability

The applicant shall indemnify and save harmless the Wetaskiwin School Division (WRPS) from all liabilities, damages, costs, claims, suits or actions arising from:

1. Any damage to the property howsoever occasioned by the use and occupation of the premises;
2. Any injury to any person or persons, including death resulting at any time from, occurring in, or about the premises or any part thereof or resulting from the use and occupation of the premises during the term of the rental agreement from any cause whatsoever.

# Insurance

The Wetaskiwin School Division carries user group insurance for all groups using their facilities where the planned event is considered low or medium risk. Please refer to the [ARMIC Activities Document](#) for a list of activities and their risk level.

**WHO IS COVERED:** All members collectively, including executives, managers, coaches, trainers, officials, event organizers and volunteers while activating within the scope of their duties with respect of their activities.

**COVERAGE:** Limit \$2,000,000 general liability per occurrence including the following extensions:

- Premises, property and operations;
- Products and completed operations;
- Blanket contractual (liability arising from certain specified contracts, i.e., rental agreement);
- Personal injury (libel and slander);
- Employees, members and volunteers as additional insured;
- Cross liability (each insured cover, up to the policy limit in total);
- Tenants legal liability (for damage done to the rented premises)

Please note, this is liability coverage **ONLY**, and is **NOT** an accident policy. As such, no out of pocket expenses due to injury will be paid, but rather personal medical coverage will be applicable.

A deductible of \$500 applies to bodily injury, property damage and legal expenses for each claim.

Without limiting the generality of the indemnify promise above, where the intended use of the facility is considered high risk, the Applicant shall maintain during the term of occupation, general liability insurance in the amount not less than \$2,000,000 and \$100,000 tenant legal liability insurance. In addition, the Wetaskiwin School Division should be named as an additional insured on the tenant's insurance policy.

# Insurance - High Risk Activities

All applicants wishing to rent school facilities for high risk activities must provide proof of insurance or purchase Facility User Group Insurance.

Facility User Group Insurance for high risk activities is the responsibility of the applicant. Insurance for high risk activities may be available through the WRPS insurance carrier and will be required where the user is unable to provide proof of coverage through another insurance provider. Please see Form 545-2 Facility User Group Insurance Application on our website, [www.wrps11.ca](http://www.wrps11.ca). The applicable Facility User Group Insurance premium payment must be included at the time the application is submitted.

**WRPS holds the exclusive right to determine the risk of an activity.  
Please refer to the [ARMIC Activities Document](#)  
for a list of activities and their risk level.**

1. Where the activity is considered high risk, WRPS will require proof of \$2,000,0000 comprehensive general liability insurance, and \$100,000 Tenant Legal Liability at the time of booking or;
2. Where the applicant's insurance is part of an umbrella policy of a larger provincial governing body, the applicant must provide proof of membership in that organization;
3. Where appropriate, WRPS may require to be named as an Additional Insured on the tenant's insurance policy;
4. Facility User Group Insurance, available through the WRPS carrier, shall be on a cost recovery basis, per the rates established by the carrier;
5. At the time of submitting a request for a Facility Use Permit and the Application for User Group Insurance Form, the User Group Insurance premium is due and payable.



## Facility Use Attendants

1. WRPS Facility Use Attendants may be required for bookings as determined by the Facility Manager;
2. Facility Use Attendants will be responsible for unlocking the school and providing door supervision;
3. Facility Use Attendants will not allow users access to any area not designated by the Facility Use Permit;
4. Facility Use Attendants will be responsible for locking the school following the event and setting the site's alarm.

## Applicant Supervision

1. Supervision is required in all occupied areas, and the provision of such supervision is a condition of approving the facility use request. Supervision must be provided by the applicant and the supervisor must be eighteen years of age or older;
2. Applicant supervisors in charge of the activity for which the permit has been granted are required to arrive on the premises fifteen minutes before the activity begins. If the supervisor has not arrived fifteen minutes after the rental was scheduled to begin, WRPS staff has the authority to deny participants entrance to the facility;
3. Supervisors shall ensure that the external doors are locked within fifteen minutes of the commencement of the activity and that only latecomers who are known to be involved in the activity are admitted. Further, participants must leave the facility within fifteen minutes of the end time of the permit, by the nearest exit;
4. Participants may not enter any areas of the facility not designated for their use and must use the washrooms immediately adjacent to the location of the activity, and then with the knowledge of the supervisor.

## Rental Fees

1. Rental fees will be charged at the following rates with no distinction between for-profit and nonprofit organizations:
  - \$20.00/hour
  - \$90.00 minimum cleaning surcharge for weekend and holiday bookings (additional cleaning fees of \$30.00/hour may be charged for large groups)
  - \$200.00 per year for organizations who meet weekly more than twenty times a year, Monday through Friday, September through June. If an organization who has a yearly permit requests the use of a facility for a weekend event, standard weekend fees will be charged for that event.
2. The rental fee specified in the approved Facility Use Permit is the fee payable to WRPS where the conditions of the approved application are met;
3. If a user extends the rental beyond the specified time, an additional charge may be assessed;
4. If a user vacates the facility earlier than that indicated on the Permit, rental fees may be, but are not required to be, reduced;
5. Cheques for facility rentals shall be made payable to The Wetaskiwin School Division. Preferred payment is through credit card on the division's facility booking software.
6. Rental fees are due and payable twenty-four hours before the booking. Where payment is not made within twenty-four hours of the booking, future facility use requests may be denied;
7. Where additional personnel assistance is required, additional fees may be charged.

## Expectations of Applicants

1. Applicants must ensure that all exterior doors remain locked for the duration of the event. Participants must be admitted to the building by a responsible supervisor;
2. For public events, exterior doors must be monitored by an approved supervisor or a WRPS Facility Use Attendant;
3. Doors must not be propped open or left unlocked. If a doorway is found to be propped open or a door unlocked, the applicant will be charged a Facility Attendant Fee of \$60.00.
4. Applicants are expected to exercise care of the building and its equipment, to refrain from willful damage;
5. Applicants will avoid the use of pins, nails, tacks and tape on the walls;
6. Suitable gym shoes must be worn for gym activities. Shoes which leave marks of any color on the gym floor must not be worn. Black rubber balls, softballs, baseballs, hardballs and taped wooden hockey sticks, batting machines and bats are not permitted in the gymnasiums;
7. Facilities and grounds are to be left tidy by the applicant. Waste materials are to be collected and placed in containers provided;
8. The user is held responsible for breakage and damage beyond normal wear and tear. Following each use, the staff member on duty shall inspect the premises and report any damage or improper use of the facilities to the Principal;
9. Seating is limited to the capacity specified by the local fire department. Aisles and doorways are to be kept clear and free of obstructions;
10. School equipment and/or furniture shall not be used without the authorization of the Principal. Tables, chairs and other furniture or equipment shall not be moved from one area of the school to another without the approval of the Principal;

# Restrictions

1. Smoking is not permitted within WRPS buildings or on school property at any time;
2. The consumption of alcoholic beverages is not permitted within WRPS buildings or school property at any time;
3. Lighted candles are not permitted;
4. Paper decorations are only permitted in accordance with fire regulations and must be removed by the applicant at the conclusion of the activity;
5. Only artificial flame-proof Christmas trees may be used and can only be placed in locations approved by the Facilities Manager;
6. The WRPS staff member on duty shall be in charge of the rented premises. Their instructions regarding the use and care of the building must be followed;
7. No structure shall be erected by the applicant within WRPS buildings or school property without the written approval of the Director of Plant Facilities;
8. Applicants must not load the electrical circuits beyond their rated capacity. No electrical circuit or electrical control shall be altered;
9. Keyed access to the facility is not available;
10. Vehicle traffic on school grounds is prohibited except in approved parking areas;
11. School equipment such as stage lighting and/or audiovisual equipment may only be used with the approval of the Principal and must be requested when the Facility Use Permit is requested. Additional rental charges for equipment or fees for school personnel to set-up, operate and/or take down may be assessed;

12. School equipment such as furniture (tables, chairs, bleachers, gym equipment) shall not be used without the authorization of the Principal and/or Facilities Manager and must be requested when the Facility Use Permit is requested. Tables, chairs and other furniture or equipment shall not be moved from one area of the school to another without the approval of the Principal.
13. Only WRPS staff may regulate heating and ventilation controls;
14. Storage facilities for applicant-owned equipment is not provided; if storage is permitted by the Principal or Facilities Manager, WRPS assumes no responsibility for loss or damage;