Administrative Procedure 545

USE OF DIVISION FACILITIES or GROUNDS

Belief

The Division encourages the use of school facilities or grounds by community and other groups where such use does not interfere with the operation of the school or its programs.

Guidelines

1. Responsibility for approving school facilities or grounds use is that of the Principal or designate.

2. Responsibility for approving maintenance facility, division office or grounds use is that of the Superintendent or designate.

3. First priority for use of school facilities or grounds is given to school functions or activities, maintenance, or major cleaning.

4. Secondary priority for use of school facilities or grounds is given to programs or activities sponsored by community partners in accordance with Joint Use Agreements.

5. The use of facilities or grounds for commercial or for profit purposes is discouraged where community facilities are available for rent.

6. The Principal shall ensure that proper provisions are in place to maintain the security of the facility and its contents.

Procedures

7. The Application for Use of School Facilities and Grounds (Form 545-1) must be submitted at least one week prior to the date of the function or activity.

8. School sponsored functions or activities that commence after school dismissal but before 8:00 p.m. are not required to complete the Application for Use of School Facilities and Grounds (Form 545-1); the Principal must ensure however that a timetable or schedule is used to indicate that the activity or function is taking place and its location.

9. Applications for all rentals shall be signed by a person 18 years of age or older, who personally or on behalf of the organization undertakes to supervise the activity, pay the rental fee if applicable and abide by all terms and conditions of the Use of School Facilities and Grounds Handbook and this Administrative Procedure.
10. Proof of insurance is required when applying to use a Division facility or its grounds, where the proposed activity is deemed to be of high risk. High risk activities may be, but are not limited to:

10.1 Gymnastics, marital arts, boxing or weightlifting; and Tackle football;

11. Rental fees may only be waived where there are no added costs to the Division. Where participation registration fees are charged by a business or individual, the activity will be considered “for profit” and rental fees will apply;

11.1. Where the activity is considered “for profit” rental fees may be waived where an equivalent valued service in lieu of the rental fee is provided to the school by the Applicant, and where there are no added costs to the Division.

11.2. The equivalent valued service will be determined in advance by consultation between the Principal and the Applicant.

12. 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.

12.1 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.

12.2 Where the organization is of a volunteer nature or has no secured funding arrangements, assessed lease rates may be minimized ($1.00 per annum).

13. The applicant must provide twenty four hours notice to cancel an event without penalty.

14. The following activities are prohibited:

14.1 Activities where liquor is to be consumed or smoking occurs.

14.2 Religious services unless construction of a building has commenced.

14.3 Public dances or parties.

14.4 Activities that by their nature, cause concern for the Principal and/or the Director of Plant Facilities.

15. A Wetaskiwin Regional Public Schools’ staff member or volunteer as approved by the Principal shall be on site at all times during facility (but not grounds) rentals.

16. The applicant shall ensure that the level of supervision is adequate given the activity or program.
17. Access to the facility shall only occur upon the arrival of the supervisor.

18. Doors shall be locked within 15 minutes of the commencement of the activity, unless other security measures are in place.

19. Participants may not enter any areas of the school not designated for use in the Application.

20. The supervisor may not leave until they are certain all participants have departed.

21. When the facilities are approved for use during a time when custodial services are not required, the Principal may waive rental fees.

Reference: Section 60, 61, School Act

Administration Procedure 280 Private Music Lessons

Public Use of School Facilities and Grounds Handbook