

<b>Policy:</b>	Community Use of Schools and Other Facilities	OPER-602
<b>Division:</b>	Operations	
<b>Cross Reference:</b>	OPER - 605 - Facility Security and Access Control	

## ADMINISTRATIVE PROCEDURES/REGULATIONS

### 1. Approval

- 1.1. Approval for use of school facilities is contingent on there being no conflicts with school programs, including curricular and extra-curricular activities.
- 1.2. Applications for non-commercial after-hours use of school facilities from September to June shall be directed to the local school administration for approval. Applications for any use of schools in July and August; for commercial use of schools anytime, or of a property other than a school, or portion thereof, are to be submitted to the regional Manager of Facilities.
- 1.3. The standard District Facilities Use and Rental Agreement - Form 602-D must be completed by all users.
- 1.4. Each organization or group using the school facility shall appoint a person from the organization who is responsible at all times for the activities of the group while using the school facility. The name of that person shall be stated on the **Facilities Use and Rental Agreement - Form 602-D**. Unless advised by the organization in writing of any change, the original agreement will be in effect. NLESD Policy OPER - 605 – Facility Security and Access Control also states specific responsibilities for those using facilities.
- 1.5. There may be situations when there will be a sharing of facilities with other community groups. One of the groups must take responsibility for rental of the facility and make application for it. General Liability coverage for each group still applies.

- 1.6 Any exceptions to these regulations must be approved by the Director of Education or designate.

## 2. Limitations

- 2.1 The use of school facilities outside regular school hours shall be allocated according to the following priority:
  - a) District or school-sponsored activities and events, such as school dances and school sporting activities.
  - b) Community youth groups such as Scouts Canada, Girl Guides of Canada, and minor sports programs.
  - c) All individuals, groups and institutions charging fees for attendance or enrolment, such as adult sports and adult education.
- 2.2 The school building is to be used only on the date(s) and for the purpose specified in the approval.
- 2.3 Sale and use of alcohol is strictly prohibited except in accordance with the specific conditions outlined in the policy and Appendix A of these regulations.
- 2.4 The user agrees to the conditions specified by the District as outlined below. The District may require additional information including proof of specific liability insurance coverage for some uses prior to granting permission to use.
- 2.5 The District will not be liable for any injury received by any participant or spectator or for any loss of, damage to, property, clothing or personal effects of any person or group using school facilities after regular school hours.
- 2.6 Group leaders are to sign out keys from the school principal or District official in accordance with District policy 605 - Facility Security and Access.
- 2.7 User groups shall be required to use the staff that the District may consider appropriate to ensure the safe and secure use of the school including, but not limited to, the school caretaker(s). Salary and/or travel costs for these staff members shall be the responsibility of the user group or sponsor, and is in addition to the rental fee. The District staff person responsible for the rental is responsible to ensure compliance with the appropriate collective agreement.
- 2.8 If the school caretaker is not hired, the user group is obligated to clean up the venue after use so as to leave it in the same condition and state of cleanliness as it was immediately prior to usage by the group. Failure to do so may result in the group being charged a fee for cleaning the facilities and the loss of rental privileges.

- 2.9 Use of the school shall be restricted to those areas of the building which are absolutely necessary to the approved activity or usage. Only people connected with the event or usage are to be admitted during the period of rental.
- 2.10 All physical activities must be restricted to a room designed for that purpose. When the gymnasium is used for physical activity, only approved gym footwear may be used.
- 2.11 Users shall not store equipment or supplies without special permission from the school principal. The school and/or the District will not be held responsible or liable for damages or loss to any non-District owned equipment or supplies.
- 2.12 If users require equipment to be brought into the school, fixtures or props or any school alterations, the School Administrator must consult with the Operations Manager before approving the application.
- 2.13 All materials and/or equipment must be removed immediately after the event has occurred.
- 2.14 Permission to use a school facility does not imply permission to use the school's equipment and consumables. This includes sports equipment and cleaning supplies outside regular usage.

### 3. Cancellations

- 3.1 The Newfoundland and Labrador English School District/school reserves the right to cancel rental to the users with 3 days notice for other than unforeseen/unavoidable circumstances. In the event of such cancellation, users shall agree there shall be no claim or right to damage or reimbursement on account of any loss, damage or expense incurred by the user.
- 3.2 If the user has already paid fees to the school but is later denied access for a District or school event, the fees relating to the cancellation will be reimbursed to the user.
- 3.3 If the user does not use the school and does not provide at least 3 days written notice that the school will not be used, then the user will not be entitled to a refund in respect of that use.
- 3.4 In the event schools are closed due to inclement weather or operational issues, all activities may be cancelled and fees refunded. Fees will also be refunded to users who cancel their activities due to inclement weather in the evening or on the weekend.

#### 4. Fees

- 4.1 District staff are responsible for keeping appropriate records for audit purposes. The documentation will encompass fees charged, exchange of resources/services and any approvals for the reduction or waiving of fees. Signing authority rests with the principal, assistant-principal, or regional Manager of Facilities for all school use agreements.
- 4.2 Rental rates will be charged in accordance with Categories/Classification for rental rates as attached. District staff will assign categories accordingly, provided bonafide members of the group are the users.
- 4.3 Schools will retain revenues for community group school-year rentals. Revenue from long-term commercial rentals as negotiated by the District will also normally stay with the school being rented. Rental revenue is for investment into the school and/or programs (e.g., gym rental fees may fund programs for students or facility upgrades/additions for the benefit of students). Summer use rental revenue may be invested into area schools, not exclusively the rented school.
- 4.4 In exceptional cases, if a School Administrator believes a not-for-profit community user group should have fees waived or reduced, he/she must fully document the rationale on the Facilities Use and Rental Agreement - Form 602-D.
- 4.5 The following lists the categories/classifications for rental rates. Rates for long term use, for commercial use, or other significant usage of a building must be determined by District Office. All janitorial, maintenance or other costs are in addition to all rental rates.
- a) **Category 1 – Not-for-Profit Community Youth Groups**  
Groups organized by the community to sponsor programs for schools and children, e.g., Scouts Canada, Girl Guides of Canada, Sports Groups, Cadets.  
**No charge.**
  - b) **Category 2 – Community Groups**
    - i. Duly constituted public organizations whose object for being is the cultural and/or educational improvement of the Community (e.g., Historic Sites Association of NL)
    - ii. Recognized community groups for non-commercial activities (e.g., Town Councils, Canadian Red Cross)
    - iii. Local Church Groups

- iv. District Bargaining Units (NLTA, NAPE, CUPE)
- v. Organizations whose purpose is of a charitable or service nature.

When events involve fundraising activities by these groups, the following fee schedule will apply:

- Gymnasium only \$40.00/hour
- Gymnasium & Kitchen \$50.00/hour
- Classrooms \$20.00/hour

**There will be no rental fees for small, occasional meetings for groups under Category 2, provided the school is not used for the purpose of fundraising. Janitorial costs may be charged.**

- c) **Category 3 – Not-for-Profit Adult Sports Groups:** e.g. Recreational leagues, not-for-profit active living

- Gymnasium \$30.00/hour

- d) **Category 4 – Private Commercial Groups (Youth or Adult, sports or other)**

Ongoing activities where the group renting the facility is offering a service for a fee (e.g. for-profit martial arts, Zumba, weight loss groups, municipal-run fee-based summer programs, etc).

\*As commercial entities, groups in this category will have fees assessed by Facilities Division based on the revenue they generate, but will be no less than \$30/hour.

- e) **Category 5 – Individual Private Functions**

Weddings and other functions of a similar nature\*:

- Gymnasium only \$250.00 (1 day)
- Gymnasium & Kitchen \$350.00 (1 day)

Birthday Parties and other functions of a similar nature:

- Gymnasium or cafeteria \$50.00 (2 hours)

**\*Plus clean-up time the next day in advance of any other user group**

- f) **Category 6 – Group Functions**

Conferences and Banquets:

- Classrooms \$20.00/first hour  
\$10.00/each additional hour
- Gymnasium & Kitchen \$350.00/up to three hours  
\$25.00/each additional hour
- Gymnasium only \$250.00/up to three hours  
\$25.00/each additional hour

- g) **Category 7 – Political Groups**

Political groups during elections campaigns:

- Provincial or Federal Rallies \$400.00/night (3 hours)
  - Meetings \$100.00/night (3 hours)
- (Other than Political Rallies)

h) **Category 8 – Professional Entertainers**

Professional musicians, stage performances, etc.)

- Minimum \$300.00/performance or a percentage of the gate.

i) **Category 9 – Other Educational Institutions**

Other Educational Institutions (e.g., MUN, CONA, or private colleges for one time or short term usage.

- \$20.00 per hour per classroom to a maximum of \$50.00 per night per classroom.
- \$30.00 per hour per specialist room to a maximum of \$60.00 per night per specialist room.

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