

SCHOOL DISTRICT OF WHITESHELL

STATEMENT of POLICY

Code: C.4.

COMMUNITY USE OF SCHOOLS

The Whiteshell School District recognizes that the residents of Pinawa finance the operation of its schools for the children of Pinawa. The District's primary responsibility relates to the provision of the regular school program. However, the District recognizes that the opportunity for children to participate in after-school activities increases the scope and quality of their educational experience. Therefore, the District encourages the use of its schools by individuals and groups within the community who provide educational and learning opportunities for all children of the District.

The school facilities will be made available, subject to established rules and regulations, for use by members of the community. These rules, regulations and charges are listed in the booklet "Community Use of Schools" available at the schools or Board Office. After-hours use of the schools results in additional costs associated with extra operating and administration costs, and increased depreciation of school assets. User fees will be established to cover incremental costs for these individuals or groups.

Rental fees and service charges will be subject to annual revision by the Board of Trustees.

Note:

The Superintendent will be responsible for establishing procedures for implementation of this policy. The Principals will be responsible for administration of these procedures. The Principal shall have the right to refuse rental to any individual or group.

BROUGHT TO THE BOARD: July 12, 1989
APPROVED BY MOTION: D. Peters, T. Andres

RATE INCREASE: 1990 07 01

RATE INCREASE: 1991 06 25

RATE INCREASE 2010 09 01

AMENDED BY THE BOARD: May 26, 1992

AMENDED BY THE BOARD: June 22, 1999

AMENDED BY THE BOARD: June 22, 2010

REGULATIONS GOVERNING THE COMMUNITY USE OF SCHOOL FACILITIES

I. CONDITIONS

Individuals/groups using school facilities shall:

- i. complete the prescribed application agreement and become familiar with these regulations;
- ii. adhere strictly to time limits as allotted and inform the principal of all extensions taken;
- iii. inspect all exits, lights, washrooms, etc. upon egress;
- iv. report in writing to the principal any damages to the premises;
- v. provide sufficient competent adult supervision;
- vi. protect, indemnify, and save harmless the School District, its servants or agents, of and from all claims for damages that might arise out of the usage of school buildings/facilities;
- vii. reimburse the School District upon demand all costs for: damages, losses, extraordinary cleaning or repair the School District deems necessary as a consequence of such use or occupancy;
- viii. refrain from smoking on school property as smoking is prohibited on a 24 hour a day basis;
- ix. refrain from consuming or serving alcoholic beverages unless specifically exempted from this prohibition by special permit approved by the School Board;
- x. refrain from using or entering any area of the school building/facility not specifically mentioned in the rental agreement, except as necessary for access and egress to and from the authorized area(s);
- xi. follow at all times all provincial fire (see Appendix 3), safety or other regulations;
- xii. leave the premises clean and in good order;
- xiii. inform authorities immediately when boiler or other alarm(s) sound within the premises;

xiv. pay administration/rental fee(s) as assessed immediately upon receipt of an invoice unless 48 hour cancellation notice is given to the principal;

xv. waive their right to the facility upon a minimum of 48 hours notice of a school-sponsored activity.

2. PRIORITIES

i. School sponsored activities shall have first priority provided the principal gives a minimum of 48 hours notice.

ii. All other school facility usage shall be approved by the principal on a first come first served basis, subject to first refusal by incumbents on annual renewals, (see 9).

3. TIMES AVAILABLE

i. School facilities normally are available for community use, subject 2.i. and 3.ii, from 5:00 p.m. to 10:00 p.m. school days and from 9:00 a.m. to 10:00 p.m. Saturdays and Sundays. These time restrictions may be waived subject to approval from the principal.

ii. Community use of school facilities is restricted, subject to approval from the principal, during general holidays and during major school cleaning and repair periods viz. Christmas, mid-term, and summer breaks.

4. FEES

All individuals/groups/organizations using a school's space, facilities, and/or equipment are subject to user fees designated annually by the School District. Use of school facilities shall be assessed "Administration (only)", "Administration" and "preferred" or "Administration" and "Commercial" fees according to the following examples. (Appendix 2: Schedule of Fees)

ADMINISTRATION:

All individuals/groups/organizations using a school's space, facilities, and/or equipment are subject at each school to a "per event" or annual Administration Fee. In addition all user groups will pay either "preferred rates" or "commercial" rates unless the user group 1) offers courses/programs/events which are open to all and 2) has 50% or more of all active participants/members 18 years of age or under. Examples of user groups that qualify for the Administration Fee (only) are:

Sunday School classes,
Cubs, Brownies, Scouts, Guides,
Jack Rabbits, the boys and girls
gymnastic clubs, private music
lessons to students, etc.

PREFERRED RATES

Users/groups will be charged "preferred rates", in addition to the Administration Fees, if they a) operate on a non-profit basis and b) offer courses, programs, or events primarily for adult residents of Pinawa. Examples of user groups/activities that qualify for preferred rates are:

Weddings and Funerals, Regular Church Services,
Recreation Commission-Sponsored Courses¹ or activities
Pinawa Fire Department-Sponsored Courses or activities
Some men's/ladies' fitness clubs (dependent upon whether or not the group
is a non-profit group)²

NORMAL RATES

Users/groups will be charged "commercial rates" in addition to the Administration Fees if they do not meet all the requirements for either Administration Fees (only) or preferred rates. Examples of user groups/activities that would be charged commercial rates are:

Commercial sales or fund-raising activities

5. APPEAL

Users/groups may appeal to the Secretary-Treasurer the rate(s) they have been charged by the principal. The Secretary-Treasurer's decision with respect to rates shall be final.

6. CAPITAL EQUIPMENT

Fees for equipment if space is rented within the schools subject to principal's approval.
Appendix 2: Schedule of Fees

7. SCHOOL GROUND USAGE

All requests for usage of School District owned grounds - baseball diamonds, soccer fields, etc. - must be reserved ("booked") through the office of the principal at each

¹Courses which meet the Manitoba Education criteria for financial support will have room rental fees waived, (e.g. Preparation for Learning, Occupational Preparation and Upgrading, Special Needs Adults, etc.). All School District-initiated courses will have room rental fees waived.

²Some groups may be required to establish their non-profit status with the principal by filing the names of the executive/board members, etc. and by certifying in writing the group does not operate for the personal profit of any member or members.

school. By agreement with the L.G.D. no user fees will be charged to individuals/groups who reserve and use school grounds.

Permission must first be obtained from the school principal before any manner of school ground alterations are made. Any/all requests for additional maintenance, for example, additional grass-cuttings, levelling, etc. are to be directed by the user to the L.G.D. If the L.G.D. approves such requests the work will be done by L.G.D. workorder(s).

8. SCHOOL STORAGE SPACE

Schools are not required to supply storage space for user groups. Principals may provide very limited space provided a) the space is not required for day school purposes b) the space is maintained in an orderly/attractive fashion, and c) the space is provided free of charge. Any/all storage compartments, construction, additions, etc. must be approved by the principal.

9. HOW TO MAKE APPLICATION FOR USE OF SCHOOL FACILITIES

All applications must be made in writing on an "Acceptance of Responsibility Agreement" form available from each school principal.

Appendix 1: Acceptance of Responsibility Agreement

Occasional Users must complete an application form for each occasion.

Regular Users must complete at least one form at each school, listing times, dates, etc. of the regular usage.

Renewals: Regular users (incumbents) have the right of first refusal to renew their usage provided (a) new application form(s), duly completed, are delivered to (each) school principal prior to June 15, annually. Facilities will be rented on a first come first served basis after that date.

10. HOW TO MAKE APPLICATION FOR USE OF SCHOOL FACILITIES DURING JULY AND AUGUST

Regular Users must complete application forms annually before June 15, specifying required (regular) usage during July and August.

Occasional Users are urged to complete applications at each school before June 15, if school usage is anticipated during July or August. In cases where school usage requests arise during July-August applications may be completed at the School District Office c/o F. W. Gilbert School.

All users are reminded the School District Office closes for up to two weeks during July-August. There may be periods during July and August when school facilities can not be rented.

Appendix 1

SCHOOL DISTRICT OF WHITESHELL

ACCEPTANCE OF RESPONSIBILITY AGREEMENT

This Agreement entered into the _____ day of _____, _____

BETWEEN: The School District of Whiteshell Hereinafter referred to as the "District", and

Name of Group, Organization, Club, etc. hereinafter referred to as the "User"

The District hereby agrees to rent the public facility commonly

Described as:

Name of Facility

To Name of User: _____

Address for Invoicing: _____

For the period of: _____

at the rental rate of: _____

under the following conditions:

1. Complete the prescribed application agreement and become familiar with these regulations;
2. Adhere strictly to time limits as allotted and inform the principal of all extensions taken;
3. Inspect all exits, lights, washrooms, etc. upon egress;
4. Report in writing to the principal any damages to the premises;
5. Provide sufficient competent adult supervision;
6. Protect, indemnify, and save harmless the School District, its servants or agents, of and from all claims for damages that might arise out of the usage of school buildings/facilities;
7. Reimburse the School District upon demand all costs for: damages, losses, extraordinary cleaning or repair the School District deems necessary as a consequence of such use or occupancy;
8. Refrain from smoking on school property;
9. Refrain from consuming or serving alcoholic beverages unless specifically exempted from this prohibition by special permit approved by the School Board;
10. Refrain from using or entering any area of the school building/facility not specifically mentioned in the rental agreement, except as necessary for access and egress to and from the authorized area(s);
11. Follow at all times all provincial fire, (see Appendix 3), safety or other regulations;
12. Leave the premises clean and in good order;
13. Inform authorities immediately when Boiler or other alarm(s) sound within the premises;
14. Pay administration/rental fee(s) as assessed immediately upon receipt of an invoice unless 48 hour cancellation notice is given to the principal;
15. Reschedule the time/date of the facility "booking" provided the principal gives a minimum of 48 hour notice of a school-sponsored activity.

The User agrees to the preceding conditions.

Signature

Date

Appendix 2**SCHEDULE OF FEES**

**Administration Fee - \$7.50 per event or \$32.00 annually, per school
(July 1 to June 30)**

Rental Fees:

	Preferred Rate		Commercial Rate	
	Per Hr	Per Day	Per Hr	Per Day
Classroom	\$ 7.00	\$ 32.00	\$ 14.00	\$ 65.00
Music Room	\$ 8.00	\$ 40.00	\$ 16.00	\$ 80.00
Home Economics Room	\$ 10.00	\$ 47.00	\$ 19.00	\$ 94.00
Computer Lab	\$ 15.00	\$ 70.00	\$ 25.00	\$200.00
Computer Projector	\$ 20.00	\$100.00	\$ 30.00	\$200.00
SmartBoard	\$ 20.00	\$150.00	\$ 40.00	\$200.00

Reflects cost of purchase and maintenance/service (i.e. projector bulb = \$400)

F.W. Gilbert School

Auditorium	\$ 12.00	\$ 50.00	\$ 20.00	\$100.00
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Capital Equipment

(Subject to School Availability)

Stove/Ovens	\$ 6.00 per oven
Sewing Machines	\$ 18.00 per machine
Overhead Projector	\$ 5.00 per day or part thereof
T.V./ V.C.R.	\$ 8.00
Screen	\$ 8.00

Additional Charges:

Weekend building access: \$ 50.00

Extraordinary Cleaning:

Home Economics Room:	\$50.00 1 st two hours + \$20 each additional hr
Other School Areas:	\$20.00/hr

Fee Amendments are effective September 1st of each year

Appendix 3

MANITOBA FIRE CODE REGULATIONS

- Subsection 2.4.3 Open flames whose quantity and method of use create a fire hazard shall not be permitted in processions in buildings used for public assemblies.
- Subsection 2.7.1 Corridors used by the public and exits shall be maintained free of obstructions.
- Subsection 2.7.2 Devices (Panic Hardware) on any required exit door shall be such that the door may be readily opened from the inside without the use of keys and shall be designed to be opened in a conventional manner without the use of unusual devices or requiring a specialized knowledge of the door opening device.
- Subsection 2.3 Decorative materials on walls or ceilings shall have a flame spread rating not greater than that required for the interior finish of the space in which they are located.
- Subsection 2.4.3.4 Devices having open flames shall be securely supported in non-combustible holders and shall be located or protected so as to prevent accidental contact of the flame with combustible materials.