



## COMMUNITY USE OF DIVISION FACILITIES

Education in Frontier School Division is a partnership between the Division and the community. To foster this partnership, the Board of Trustees encourages the widest possible use of school building facilities and school grounds by the community. All such use shall be conducted according to the attached regulation.

Information: *The Public Schools Amendment Act (Community Use of Schools)*

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| Adopted September 1, 2009 | Revised May 23-25, 2012 |  |
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## COMMUNITY USE OF DIVISION FACILITIES

### 1. **Community Use Coordinator**

The Community Use Coordinator shall be the Principal of the school.

### 2. **Conditions of Use**

- a. All community use activities must be approved by the school committee and by the Principal.
- b. Activities organized with a view to realizing a personal profit for its organizers may be permitted where a demonstrable need for the activity exists, where no suitable alternative is available and where the participants are members of the community. For such use, a general charge shall be levied.
- c. Non-profit activities carried out within the facilities of the Division may be charged a levy at the discretion of the Division.
- d. Alcoholic beverages may be permitted only in designated areas of school facilities when approved by the school committee and Principal. The user must obtain a liquor permit from the Manitoba Liquor Control Commission (M.L.C.C.) and all regulations of the M.L.C.C. involving the use and/or sale of liquor in public facilities shall be in effect.
- e. Groups who have been authorized by the school committee and Principal to use school facilities shall be fully responsible for any breakage, damage and liabilities that may result from using the facilities.
- f. When using Division facilities, user groups shall abide by all Division policies.
- g. All groups and individuals who wish to use Division facilities must complete the attached form (Exhibit D.2.C-EX1) and have all approvals prior to using the facility.

### 3. **Scheduling**

- a. All activities shall be scheduled so that one activity is not detrimental to the operation of another activity in terms of scheduling or the affect of any activity on the physical standards within buildings.

4. **Fees**

- a. If a charge is to be levied, the school committee and the Principal will jointly establish the rate.
- b. Funds realized from the casual rental of school facilities shall be retained at the school committee level and recorded in the financial records of the school committee. Such funds shall be used by the school committee for the benefit of the students and the school.
- c. The school committee may request that the funds charged for use of the Division facility be donated to the Nikanihk Ohci Foundation Inc. Scholarship.

Additional rules regarding the use of school grounds or facilities at the local level may be established by the school committee and the Principal.

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## COMMUNITY USE OF DIVISION FACILITIES APPLICATION FOR USE OF FACILITIES

Date of Request \_\_\_\_\_

Applicant or Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone (Home) \_\_\_\_\_ Phone (Work) \_\_\_\_\_

Facility Requested \_\_\_\_\_

Purpose \_\_\_\_\_

Date of Activity \_\_\_\_\_ Time of Activity \_\_\_\_\_

Expected Number of Participants \_\_\_\_\_

Equipment Required \_\_\_\_\_

Deposit for Equipment \_\_\_\_\_ Amount Received \_\_\_\_\_

Date to Return Equipment \_\_\_\_\_ Date Returned \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Approvals:**

School Committee \_\_\_\_\_ Date \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_

|                                 |                                    |            |
|---------------------------------|------------------------------------|------------|
| Charge (if any) \$ _____        | Deposit Received (Amount) \$ _____ | Date _____ |
| Final Payment Received \$ _____ | Date _____                         |            |

***A copy of the completed form must be forwarded to the Area Superintendent.***

(To appear on reverse side of Exhibit D.2.C-EX-1)

**COMMUNITY USE OF DIVISION FACILITIES**

1. The use of Division facilities is governed by Frontier School Division Policy D.2.C and Regulation D.2.C-R.
2. Use of facilities shall be approved by the school committee and the Principal who reserve the right to cancel an application at any time.
3. The applicant is responsible for the property, equipment and the group's behaviour.
4. The applicant is liable for any damages to facilities and equipment.
5. The use of facilities shall terminate and the facilities shall be vacated at the agreed upon time. The applicant shall check all building doors to ensure they are locked and return the keys to the designated person at the designated time.
6. Facilities
  - a. Rooms are to be left as they were found. If furniture is moved, it should be returned to its original position.
  - b. If the caretakers have already cleaned the room, the user group must clean it to be ready for use the next day.
  - c. Any damage must be reported to the Principal.
  - d. Room supplies and equipment are not to be used.
7. Street shoes and dark soled shoes or runners may not be worn in the gymnasium for sports activities.
8. Equipment room keys shall not be issued. If the user has received prior approval to use a piece of equipment, it will be made accessible.
9. School facilities and school grounds are smoke-free.
10. Users shall abide by all policies and regulations of Frontier School Division.
11. To ensure the safety and well-being of students, outside groups providing instruction and have the sole care and control of students during regular school hours must provide Manitoba Child Abuse Registry Checks and Criminal Record Checks.

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