

## **USE OF SCHOOL FACILITIES**

### **Background**

The primary purpose of school facilities is to support mandated educational activities and Division approved events. School facilities may also be made available for community use. The priorities established for granting approval for such school use are outlined in the procedures.

Significant costs accrue from building, maintaining and operating these facilities, therefore, rental fees will be assessed recognizing that reciprocal agreements between the Division and communities may also be developed or are in place (e.g. Town of Okotoks as set out in Appendices B and C).

### **Definition**

Non-profit activities are activities for which admission is not normally charged or activities from which all net profits gained are dispersed to support community or school needs. Groups registered as non-profit under the Alberta Societies Act are considered non-profit under these regulations.

### **Procedures**

1. The Principal shall authorize the use of school facilities in accordance with the procedures. Exceptional circumstances are to be reviewed with the Assistant Superintendent, Corporate Services.
2. Priorities
  - 2.1 Priorities are determined at the time of booking based upon available space. Bookings are made on a first-come basis. However, “bumping” of bookings may occur based upon the priorities listed below.
    - 2.1.1 School and Division sponsored programs.
    - 2.1.2 Activities administered by the municipal government, including community services sponsored activities.
    - 2.1.3 Foothills Continuing Education programs.
    - 2.1.4 Non-profit’s priorities:
      - 2.1.4.1 Non-profit leisure/recreation youth groups;
      - 2.1.4.2 Non-profit leisure/recreation adult groups.
    - 2.1.5 Other community non-profit groups (includes service clubs and churches) that are located within the school attendance area.
    - 2.1.6 Post Secondary Education institutions (colleges, universities, etc.).

- 2.1.7 Non-local community non-profit groups from outside of the attendance area but within the Division boundaries.
  - 2.1.8 Private groups approved by the Principal/Director of Maintenance – e.g. political parties, companies, family gatherings, Calgary groups, etc.
  - 2.1.9 Profit-making groups.
3. Application and Approval
- 3.1 Any staff, group, organization or individual desiring the use of a school facility shall submit an application to the school on the required form at least one (1) week in advance of the event.
  - 3.2 The Director of Maintenance must be consulted when approving bookings during the Easter recess, Christmas recess and Summer holidays.
  - 3.3 Approval will not be given where:
    - 3.3.1 The sponsoring group is unprepared to provide adequate supervision.
    - 3.3.2 The activity may result in damage to or loss of Division, student or staff property.
    - 3.3.3 The request conflicts with school programs or planned maintenance.
    - 3.3.4 Previous charges for use of facilities or damages remain outstanding.
    - 3.3.5 A group has been refused admission to a specific school due to non-compliance with Division procedures, shall not be allowed in other schools of the Division.
    - 3.3.6 In the opinion of the Principal, the activity is not suited to the facilities or requires unreasonable additional administrative time, equipment or resources.
4. Hours of Community Use
- 4.1 The school facilities may be made available at mutually agreeable times.
5. School Responsibilities
- The Principal:
- 5.1 May, in consultation with the Director of Facilities, issue an “I Disc” to groups utilizing school facilities. Issuance of a key will result in the user group assuming responsibility for points 5.2, 5.3 and 5.4 below.
  - 5.2 Shall ensure the designated facilities are ready for use by the approved group at the time specified on the application form (Form 547-1).
  - 5.3 Shall ensure the group has prompt access to the building and designed areas within a reasonable period of time.
  - 5.4 Shall ensure the facilities are secured after the group leaves.

## 6. Storage Facilities

- 6.1 User groups are encouraged to store their equipment and supplies on their own premises however, where space permits, schools may allow such storage provided that users assume full responsibility for any loss or damage.

## 7. Damage to Property

- 7.1 Responsibility for protection of school property and equipment from damage shall rest entirely upon the organization or group using the building.
- 7.2 In the event of damage to school property, the organization or group shall be charged the cost of repair or replacement and future rental privileges may be denied.

## 8. Equipment and Supplies

- 8.1 School equipment and supplies may be rented at the discretion of the Principal.
- 8.2 Any damage occurring to equipment shall be the responsibility of the user group.
- 8.3 A damage deposit may be required.

## 9. General

- 9.1 Groups who have not completed an application form (Form 547-1) prior to the commencement of the activity may be denied access to the facilities.
- 9.2 Groups using school facilities shall follow all policies and procedures as specified by the school.
- 9.3 All groups shall leave the areas used in a condition such that they are ready for their usual instructional purpose.
- 9.4 All groups using school facilities must ensure that participants in their programs (and any spectators) wear footwear that is not harmful to flooring.
- 9.5 The Principal and other designated personnel may observe any program operating in the school building.
- 9.6 Activities may be cancelled by the Principal or other designated personnel if deemed to be harmful to the school building, contents, equipment or personnel.
- 9.7 Smoking is prohibited in all Division facilities and in/on all Division property.
- 9.8 Food and confectionery items may be served in designated areas with the Principal's approval.
- 9.9 It shall be the sole responsibility of the organization or group using the facility to obtain any required permits or licenses.
- 9.10 User groups shall only use those areas of the building approved on the application form.
- 9.11 Overnight accommodation of students groups may be provided where there is adequate adult supervision.
- 9.12 All long-term bookings shall be reviewed on an annual basis.

## 10. Facility Use – Fees and Charges

- 10.1 Refer to Appendix A.

## 11. Billing Procedure – Excluding Continuing Education

- 11.1 Groups will be billed for actual time used or time requested, whichever is greater, plus any additional costs (if applicable) for damages and extra custodial time as per Appendix A.
- 11.2 Due to GST regulations, all fees and GST collected must be deposited through the Division General Account.
- 11.3 Upon completion of the activity, cheques must be made payable to Foothills School Division and forwarded to Division Office with the completed school use form.
- 11.4 Should an invoice issued by Division Office be required, the completed school use form forwarded to accounting will be used as the invoice request.
- 11.5 In order to ensure proper coding of fees and GST received, it is important that the form be completed in its entirety with fees charged broken down into:
  - 11.5.1 Facility Rental,
  - 11.5.2 Custodial Charges,
  - 11.5.3 Equipment/Supply Fees,
  - 11.5.4 Extra charges, and
  - 11.5.5 GST.
- 11.6 Division Office will credit the school's mini-budget with twenty-five percent (25%) of total rental revenue and other revenue where applicable.

## 12. Billing Procedures – Continuing Education

- 12.1 Schools will complete and submit a school use form for each program or activity offered. The Division will keep these forms and reconcile once each year with these user groups.

## 13. Fee Disbursement

- 13.1 All facility rental fees billed to user groups will be allocated as follows:
  - 13.1.1 Twenty-five percent (25%) to the applicable school.
  - 13.1.2 Seventy-five percent (75%) to the Maintenance Department to defray local costs due to operation and maintenance, utilities, etc. related to community use.

### [Form 547-1 Application for Use of School Facilities](#)

Reference: Relevant Legislation & Guidelines

## Administrative Procedure 547 – Appendix A

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### FACILITY USE – FEES AND CHARGES

(Effective January 1, 2015)

#### CUSTODIAL SERVICES FEE

Facility use may be subject to a \$ 30.00 per hour charge (minimum 3 hours) for custodial services, where required.

#### ADULT NON-PROFIT GROUPS

Gymnasium:	Single Station	\$20 per hour* \$240 per season***
	Double Station (with dividing door)	\$40 per hour* \$480 per season***
Classroom:		\$15 per hour*
Computer Lab:		\$45 per hour*

#### ADULT PROFIT GROUPS

Gymnasium:	Single Station	\$160 per occasion ** \$1,920 per season***
	Double Station (with dividing door)	\$320 per occasion** \$3,840 per season***
Classroom:		\$35 per hour*
Computer Lab:		\$90 per hour*

#### YOUTH NON-PROFIT GROUPS

Gymnasium:	Single Station	\$5 per hour * \$60 per season***
	Double Station (with dividing door)	\$10 per hour* \$120 per season***
Classroom:		\$2.50 per hour*
Computer Lab:		\$15 per hour*

#### YOUTH PROFIT GROUPS

Gymnasium:	Single Station	\$80 per occasion ** \$960 per season***
	Double Station (with dividing door)	\$160 per occasion** \$1,920 per season***
Classroom:		\$18 per hour*
Computer Lab:		\$30 per hour*

## COMMUNITY SERVICES SPONSORED ACTIVITIES

		<u>Adult</u>	<u>Youth</u>
Gymnasium:	Single Station	\$7.50 per hour* \$90 per season***	\$5 per hour* \$60 per season***
	Double Station (with dividing door)	\$15 per hour* \$180 per season***	\$10 per hour* \$120 per season***
Classroom:		\$5 per hour*	\$2.50 per hour*

## CONTINUING EDUCATION (except Computer Lab)

Gymnasium:	Single Station	\$7.50 per hour*
	Double Station (with dividing door)	\$15 per hour*
Classroom:		\$5 per hour*

\* Minimum one hour (1 hr)

\*\* Maximum of three (3) hours per occasion

\*\*\* A "Season" = 12 or more consecutive bookings

## CONTINUING EDUCATION – COMPUTER FACILITIES

Courses of 1 to 10 hours	\$10 per student*
Courses of 11 to 20 hours	\$20 per student*
Courses of more than 20 hours	\$40 per student*

\* For details, see "Principles and Conditions Governing Use of Classroom Computer Facilities in Foothills School Division by Foothills Continuing Education Council."

## I DISC FEE

Issuance of an I Disc to user groups	\$35 annually
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Reference: Relevant Legislation & Guidelines