

## **USE OF SCHOOL FACILITIES – TOWN OF OKOTOKS**

### **Background**

School facilities in the Town of Okotoks are provided in support of educational activities and Division-approved events. Beyond this primary purpose, the Division encourages and facilitates community usage of school facilities where practical and subject to availability. In accordance with the Reciprocal Use of Facilities Agreement between the Town of Okotoks, Foothills School Division and Christ the Redeemer Catholic Separate Regional Division, the Division will make school facilities available for leisure, learning and recreational activities when such facilities are not required for school purposes.

### **Procedures**

#### **1. Priorities**

- 1.1 Priority use of school facilities is set out in the Reciprocal Use of Facilities Agreement (Appendix A)

#### **2. Application and Approval**

- 2.1 All applications and approvals for the use of school facilities will be made through the Town of Okotoks in accordance with the terms and conditions set out in the Reciprocal Use of Facilities Agreement (Appendix A).

#### **3. Hours of Community Use**

- 3.1 As established in the Reciprocal Use of Facilities Agreement (Appendix A).

#### **4. School Responsibilities**

The Principal:

- 4.1 Will communicate with the Town of Okotoks in terms of the school's need to book school facilities outside of regular school hours. Details associated with this procedure are set out in the Facility Booking and Accounting Procedures attached to the Reciprocal Use of Facilities Agreement (Appendix A).
- 4.2 Shall ensure the designated facilities are ready for use by the approved group at the time specified on the application form.
- 4.3 Shall ensure the group has prompt access to the building and designated areas within a reasonable period of time.
- 4.4 Shall ensure the facilities are secured after the group leaves.
- 4.5 Report all user group damage to the Assistant Superintendent, Corporate Services within seventy-two (72) hours.

- 4.5.1 The Assistant Superintendent, Corporate Services will secure estimates for repair and initiate billing procedures to the appropriate user group.
- 5. Storage Facilities
  - 5.1 User groups are required to store the equipment and supplies necessary to support their program on their own premises.
- 6. Damage to Property or School Equipment
  - 6.1 In the event of damage to school property, the user group will be charged the costs associated with repair or replacement. See the Reciprocal Use of Facilities Agreement (Appendix A).
- 7. General
  - 7.1 At the time of booking, user groups will be provided with the terms and conditions for school use. The Division fully expects compliance with these expectations.
- 8. Fees and Charges
  - 8.1 All fees for community use of school facilities are specified in Schedule 1 of the Reciprocal Use of Facilities Agreement (Appendix A).
- 9. Billing
  - 9.1 The Town of Okotoks will be responsible for the collection and disbursement of all fees in accordance with the Facility Booking and Accounting Procedures attached to the Reciprocal Use of Facilities Agreement (Appendix A).
- 10. Division Disbursement of Fees
  - 10.1 Once the Town has provided fee disbursements to the Division, the Division will further disburse fees as follows:
    - 10.1.1 Twenty-five percent (25%) to the school.
    - 10.1.2 Seventy-five percent (75%) to Operations and Maintenance.

Reference: Relevant Legislation & Guidelines

**RECIPROCAL USE OF OUTDOOR FACILITIES AGREEMENT**

**Between**

**The Board of Trustees of Foothills School Division  
The Board of Trustees of Christ the Redeemer Catholic Separate  
Regional Division #3  
and  
The Town of Okotoks**