

COMMUNITY USE OF SCHOOLS

PART I – Community Use of Schools Outside of Regular Hours

A. Priority Guidelines for Off Hour Users

In all cases, the needs of school programs take priority over outside users. At the same time, schools recognize the value of community based programs and shall endeavour to minimize disruption of these programs due to cancellations, etc.

Priorities used in allocation of space:

1. Contractual obligations for the joint use of schools within a joint use agreement.
2. Community Support Groups meeting local/community needs as approved by the Superintendent (e.g. Boys and Girls Club, Youth Action Centre, Police Youth Drop-In).
3. Organized groups of a recreational or educational nature involving students of the Division or resident pre-school age children. Where there is no identifiable priority an existing user may be given the priority over a new user (e.g. Youth Sports Teams, Brownies, Scouts).
4. Other organized groups of a recreational or educational nature where the majority of the participants are youth and Division residents (e.g. Sports Teams, Cultural Groups).
5. Other organized groups of a recreational or educational nature where the majority of the participants are adults and Division residents (e.g. Sports Teams, Cultural Groups).
6. Private groups of a sectarian or limited membership nature not included above. Notwithstanding the annual permit approval process as outlined in this regulation, groups granted a regularly occurring (e.g. weekly) permit in this category will agree to a three-year maximum term for permitted space within the Division, after which applications for further permits will be denied.

B. Operational Guidelines for Off-Hour Users

1. The permit holder shall agree to indemnify and save harmless the School Board from all damages, claims, actions, suits or demands arising from or out of the use of Division

Accomplish Anything

Adopted	Reviewed	Revised	Page
2/81/04		4/166/07 BD20160211.1011 BD20200611.1007	1 of 3

facilities, equipment or grounds by the permit holder, its members, invitees or persons authorized or sponsored by it, except bodily injuries caused to such persons because of defects in such premises, equipment or grounds which were known or ought to have been known to the School Board or caused by any negligence or care on the part of any employees or servants of the School Board.

2. The applicant shall complete the prescribed application and shall become familiar with the conditions and obligations therein and on the user's permit.
3. The Division reserves the right to cancel a permit at any time.
4. All permit holders except Joint Use Agreement Holders must receive a permit for the intended use. Permits are automatically cancelled on school and statutory holidays. All such holidays are posted on the Divisional website under <http://www.pembinatrails.ca/permits> . It shall be the permit holder's responsibility to check the website on a regular basis.
5. Notwithstanding contractual obligations under joint-use agreements, certain facilities within schools will not be available for community use. These include:
 - Classrooms in early years and middle years schools.
 - Music and Band Rooms
 - Science labs
 - Industrial Arts labs
 - Home Economics labs
 - Technology labs
 - Art Rooms
6. Permission for the use of any equipment in the school must be obtained from the Principal. The Permit holder is responsible for the cost of repair or replacement should damage or loss occur. The Permit holder is also responsible for the condition of the facility for anything beyond normal cleaning. The Division may inspect the premises at any time and may stop any activity which contravenes Division policy or any other use of or activity being carried out on the premises which in the opinion of the School Board or such authorized personnel may cause damage to the school or its equipment. Any person found in violation of the above regulations may be evicted, and the permit holder's privileges may be cancelled.
7. The School Board, and/or its employees, do not assume any responsibility for personal belongings permit holders brought into or left in a school or on school premises whether by permission or otherwise.
8. The permit holder shall not bring on site nor utilize equipment not indicated on the permit.

Accomplish Anything

Adopted 2/81/04	Reviewed	Revised 4/166/07 BD20160211.1011 BD20200611.1007	Page 2 of 3
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9. Permits will be reconsidered on an annual basis in the Spring for the following year.

C. Fees for Off-Hour Users

For priority groups (1-4) there is no fee for the use of space provided the hours of activity coincide with normal custodial duty hours. There will be a charge for the recovery of custodial costs where a caretaker is not on duty.

For priority group (5) hourly rates to recover current custodial costs will be assessed.

D. Other groups not listed will be considered on a case by case basis. The Board reserves the right to accept or reject such applications for any reason and/or to charge appropriate fees including, but not limited to, a non-refundable permit application fee.

E. As of September 1, 2020 it is mandatory for ALL external permit groups and individuals to carry a liability insurance policy when using/renting/leasing a Pembina Trails School Division facility. The permit application page has detailed instructions regarding permit and insurance fees, terms and conditions.

Accomplish Anything

Adopted	Reviewed	Revised	Page
2/81/04		4/166/07 BD20160211.1011 BD20200611.1007	3 of 3