

## **514 Business Services AP – Use of School Facilities and Equipment**

---

1. The use of school facilities and equipment by non-profit community organizations is supported and is subject to the approval of the principal. Schools shall submit the completed/approved application for use of school facilities (see application attached) to the Assistant Secretary-Treasurer.
2. The use of school facilities by individuals or groups for private functions (i.e. receptions, family gatherings) may be supported in exceptional circumstances only and where there are no other local community or commercial facilities available. The use of school facilities by individuals or private groups is subject to the approval of the Superintendent. Completed applications shall be forwarded to the Superintendent for approval.
3. Each school has mechanical and electronic controls that limit the window of operation of the heating and ventilation units. Principals are responsible for notifying the maintenance department if the school will be in use outside of the regular school day so that the necessary adjustments can be made to ensure comfort and control operational costs.
4. Principals shall contact the Maintenance Department if use of the school is planned for Easter, Christmas or summer breaks. This will ensure that the section of the school planned for the event is not undergoing any major maintenance work.
5. The use of video conferencing equipment by a community person or group is subject to the following conditions:
  1. A Prairie Rose employee capable of operating the video conferencing equipment must be on site.
  2. A fee for the use of video conferencing equipment by an outside group shall be assessed at \$1 per minute, (minimum \$30) plus the cost of any Computer Technician or other employee, if applicable.
6. All pertinent Board guidelines and school rules must be followed.
7. The cost of janitorial services or equipment repair necessitated by the use of the facility or equipment shall be borne by the user group.
8. Facility user groups must provide proof of a minimum \$5,000,000 of blanket liability insurance coverage. Groups that do not have access to liability insurance from other sources such as municipalities or corporations may apply for coverage under the Division's User Group Blanket Policy prior to using the facility. Coverage under the Blanket Policy

## **514 Business Services AP – Use of School Facilities and Equipment**

---

would be available at no charge provided their function falls within the acceptable risk activities identified in the policy. Application may be made for activities not identified in the Blanket Policy through the Division's insurance carrier, ARMIC, and any costs would be the responsibility of the user group. Contact the Assistant Secretary-Treasurer for further information.

9. Adult supervision must be present at all times.
10. The principal has the right to visit and inspect any program within the school.
11. Where a joint use agreement with a municipality exists or school use has traditionally been free of charge for the community, these traditions shall continue.
12. The user group shall:
  1. supervise the entrance door and allow only those people related to the activity to enter.
  2. ensure participants wear proper footwear, which will not harm or mark the floors.
  3. allow participants to enter or use only those areas or items specified by the principal.
  4. be denied further use of the facility or equipment if prompt restitution for damage is not made.

**Revised:** July 2013

**Revised:** January 2016

**Revised:** September 2017

**Revised:** September 2021