

USE OF FACILITIES PROCEDURE

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A. **PRIORITIES FOR USE:**

1. **First Priority:** School and school related activities.
2. **Second Priority:** Community groups and non-profit organizations.
3. **Third Priority:** For profit and personal use.

B. **FEES FOR USE:**

Fees for community groups and/or not-for-profit organizations will be on a cost-recovery basis, and will be remitted to the division office. This may include, pro-rated costs for any utility usage, as well as for any additional costs for custodial time for after hours use. Fees for personal use and/or for-profit organizations will include any cost-recovery as well as 10% of any income generated by the user/organization. This may include, as examples, private music lessons, exercise groups, or other. Fees from for-profit organizations, in addition to cost-recovery, will be remitted to the applicable school. In circumstances where activities are sponsored by local recreation commissions, fees other than cost-recovery may be waived as part of reciprocal use agreements.

C. **APPLICATION FOR USE DURING SCHOOL YEAR:**

Rental space and time allocation for the use of any part of a school building shall be approved by the principal of that school. The principal is to be advised of the name of the official designated to be responsible for the group. Request for use should be made 15 days prior to use and shall be confirmed by a "Use of School Facilities Agreement" signed by the lessee.

D. **APPLICATION FOR USE DURING SCHOOL BREAKS:**

Rental space and time allocation for the use of any part of a school building shall be made by the principal of that school. The principal is to be advised of the name of the official designated to be responsible for the group. Request for use should be made 30 days prior to use and shall be confirmed by a "Use of School Facilities Agreement" signed by the lessee.

Use of school facilities during Christmas, Spring or Summer recesses shall be subject to approval of the Superintendent/CEO or designate 30 days prior to the event taking place.

F. **LIABILITY INSURANCE:**

All community groups and non-profit organizations requesting use of school facilities must have their liability insurance in place prior to the event. See "Use of School Facilities Agreement"