

COMMUNITY RELATIONS

Policy 804.1-G (previously 1004.1-G)

Community Use of School Facilities

Application and Reservations

The School District's application forms shall be used for the submission of all requests for use; one copy of the application form will be returned to the user with an indication of the rental charges and that the reservation has been made.

Reservations shall coincide with the school year for the purpose of seasonal and annual use.

Priority will be given to long term reservations wherever possible.

Schools may not be available during July and August, as it is during this period that the annual cleaning occurs. However, every effort will be made to accommodate groups during this period.

Supervision

A School Board employee shall be on duty at all times whilst the community is using the school. The School Board does not accept liability or responsibility for the supervision of community activities. The Board's employee who is on duty during the event will provide direction as to the appropriate use of the Board's facility. The community is required to ensure that there is appropriate supervision of their activities.

Reports

Reports of injury, damage, littering, or misconduct resulting from organized community use of school district facilities shall be submitted by the principal to the offices of the Secretary-Treasurer and the Operations Manager. All reports of injury or damage shall be on an Incident Report Form provided by the Schools Protection Program, and in cases of injury, the report shall be sent to the Secretary-Treasurer immediately.

Major Community Events Exempt from Cancellation

To assist the community in organizing major events where there is a need to guarantee the use of a school, the school district will accept reservations for space at a specific school and guarantee the reservation if all of the following conditions have been met:

1. The organizers have secured, in writing, a commitment from the school principal that the school does not require the use of its own facility on the date(s) of the event;
2. The organizers have put their request in writing to the Secretary-Treasurer six months prior to the event and have provided the following information:

- i. the date(s) of the event
 - ii. the nature of the event
 - iii. a copy of the letter from the school principal (1. above)
 - iv. the number of participants expected at the event (exclusive of spectators)
 - v. the facilities required in the school, and
 - vi. any other information that pertains to the use of the school during the event;
3. The event has 100 or more participants, exclusive of spectators;
4. Pursuant to the Schedule of Charges, a non-refundable deposit of 10% of the total anticipated charges to be paid six (6) months in advance of the event, and the balance to be paid 2 weeks in advance of the event.

