

<b>Kelsey School Division Box 4700 The Pas, MB R9A 1R4  Phone: 623-6421</b>	<b>Code: KG</b>
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**COMMUNITY USE OF SCHOOL FACILITIES AND EQUIPMENT**

I     Preamble

School facilities shall be available, after regular school hours, to organizations or groups of residents within the Division, for educational, cultural, recreational, charitable, and (with reservations) for political and religious functions. It should be noted that school facilities cannot be reserved for regular, periodic use by political and religious organizations.

All requests shall be dealt with on an individual basis in accordance with the guidelines set out below.

II    Procedure for Application

Note: For reference, the "applicant" is the person signing the approved application form. No applications from "applicants" under the age of eighteen years will be considered. The "applicant" will assume full responsibility for the event, including all liability for personal injuries for all participants in that event, as well as other responsibilities and liabilities expressed hereafter. Responsibility and liability will be retained through the applicant's signature.

"Permit" refers to the approved application signed by both parties.

1.     A representative from the organization must complete an application form and sign the waiver (see 2nd last page) for the use of a school facility, at least seven (7) days prior to the date(s) of use of that facility.
  
2.     Application must include all requests for:
  - a)     school property to be removed from premises
  
  - b)     use of school equipment by user
  
3.     Division office staff will calculate the cost for that use and will forward the completed application to the Superintendent/designate for approval.

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4. Costs will be determined on the basis of cost for security during the time of the organization's use of the facility.
  - a. Since there is usually more than one organization in a facility each evening, the cost for security and/or facility use will be set at an hourly rate as determined annually by the Board.
    - (i) Facility use of gymnasiums will include heat and/or air conditioning if available.
  - b. Costs will not be collected from:
    - i) Division employee groups meeting in a facility
    - ii) Educational partners who already have existing agreements for space utilization with the Division
    - iii) Kelsey Recreation Commission which has an existing reciprocal agreement for space utilization.
5. Once the application has been approved, the organization representative will be notified of that approval and of the determined costs, by mail or telephone.
6. The representative will return to Division office and pay the costs prior to arrangements for security being made by the Division.
  - a. Arrangements for payment may be made if a long-term commitment is being established, eg. every Monday for the full school year.
  - b. When payment is not received in full, post-dated cheques must be submitted.
  - c. Organizations will be reimbursed for any monies owing at the end of the school year when accounts are settled.
7. The designated officers of Kelsey School Division shall use their discretion as to the placement of a group into one of the above categories and the outlined statements above shall not limit the generality or discretion of placement.

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8. The Board of Trustees of Kelsey School Division No. 45 is the final arbiter regarding use of school facilities by the public.
9. The school Board and/or its designate reserves the right to cancel the approved application.

III. Security

1. The assistant principals of the respective schools will be responsible for the assigning of security guards during public events.
2. Security guards shall be at least 18 years old. They shall be present in a supervisory capacity only and must not actively participate in the activity under supervision. Security guards shall not entertain visitors (friends) while on duty.
3. The security guard represents the school board and shall be responsible for carrying out duties as assigned by the school Division; namely,
  - a. opening doors 15 minutes prior to scheduled events or earlier if pre-arranged.
  - b. being present on the premises while the scheduled event is in progress.
  - c. allowing only those persons of the assigned group access to the building.
  - d. checking that "street shoes" are not used in the gym.
  - e. opening only those facilities on the sheet and issuing only that equipment as specified on the sheet.
  - f. checking and reminding the user group of responsibilities such as general cleaning of the room and putting away equipment after use.
  - g. enforcing the 'no-smoking' rule.
  - h. controlling the 'no food' rules for certain areas. No food or beverages are to be allowed in the gym unless special arrangements have been made in advance with the school administration.

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- i. ending event on time as specified on the sheet.
- j. checking washrooms to see that toilets are flushed.
- k. locking up, checking to see that the room is restored to normal order and closing off lights after the scheduled event.
- l. maintaining a record of attendance for each user group that they are assigned to.
- m. reporting damages, neglect, abuse, or improper behaviour to assistant principal promptly.
- n. notifying the RCMP in the event that a "Break In" is discovered and immediately thereafter calling the assistant principal, or if not available, the next higher authority.
- o. making sure they are familiar with the requirements of each individual group and school so that no confusion will result on the day of the activity. These issues are to be clarified with the assistant principal of the designated school.
- p. additional duties may be required when the building is being used for long periods of time or when the event is spread through more than one area of the school.

IV. Responsibility of Applicant/Organization

- a. The person (applicant) signing the approved application (permit) for the organization will be responsible for the group's behaviour, the property, and the equipment when the facilities are being used. This includes direct supervision of the moving of any equipment or furniture in the facility or from school to school.
- b. Should the applicant of the organization be absent, the liability will be retained through the applicant's signature to the designated person acting on the organization's behalf.
- c. The applicant and/or designate will be subject to liability for any damage to the building or equipment which results from use incidental thereto. A certificate or statement from the Physical Education Department and/or the Director of Maintenance and Transportation of Kelsey School Division shall be evidence of the fact of such damage.

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- d. In the event of damages to the facilities and/or equipment resulting from a group's community use of the school's facilities, the applicant and the organization represented shall be responsible for the complete cost involved.
- e. Kelsey School Division will not be responsible for any injuries sustained by members of community user groups using the school facilities.
- f. Kelsey School Division will not be responsible for lost articles.
- g. User groups (or sponsoring groups) are expected to put away any equipment provided by the school Division after it is used and to leave the facility in the same condition as they found it.
- h. Groups authorized to use a specific area of a building must limit use to that specified area only.
- i. Under no circumstances will "street" shoes be allowed in the gymnasium for sports activities. The security guard may request that "street" shoes be left at the entrance door.
- j. Smoking shall not be permitted in any of the schools or on school property at any time.
- k. Alcoholic beverages will not be allowed in any part of the school premises or school property at any time.
- l. No raffles, draws, lotteries, auctions, or games of chance are allowed on school premises.
- m. Use of any part of the school is subject to cancellation with a 24-hour notice given to the user group. Cancellations will only be made in exceptional circumstances.
- n. The permit holder must give a 48-hour notification in the case of cancellation of an event.
- o. The use of facilities is terminated by the time shown on the permit.
- p. User groups are expected to have a "workable number" of people in attendance in order to ensure that their program remains viable. Otherwise, their application may be rescinded. Should Kelsey School Division rescind an application and should the user group have paid fees in advance, the unused portion of the fees will be refunded.

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q. Organizations wishing to terminate their regular use of the facilities must do so by contacting the school Board office at 623-6421 on the last date used. No refunds will be given when arrangements for security cannot be cancelled.

V. Except when requested by a local, provincial, or federal governmental body, no divisional non-structural equipment shall be used for other than Kelsey School Division purposes.

Divisional equipment at the discretion of the Secretary Treasurer and/or the Superintendent, may be loaned to a local non-profit community service organization.

Loaned equipment shall be moved to and from the Division equipment compound by the borrowing organization and that organization shall be responsible for any damages incurred while under its care.

VI. Sound System and Lighting Equipment

a. Sound System

Any and all user groups may be required to make arrangements with a local sound and/or lighting provider at the users cost.

b) Lighting Equipment

Should a user group require the use of the stage lights and/or spot light, arrangements may be made with a local sound and/or lighting provider at the user's cost.

VII. Material Resources Management (Equipment Policy)

Adult Group Bookings

Kelsey School Division will supply only the basic stationary type of equipment for the user groups, and all minor equipment required by the various activity groups must be supplied through their own organization.

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The following list outlines the basic equipment supplied.

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| Gymnastics:      | All equipment available                     |
| Basketball       |   |
| Volleyball       | Standards and nets                          |
| Badminton        |   |
| Tennis:          | No net                                      |
| Floor Hockey:    | Possibly goals                              |
| Track and Field: | Porta pits                                  |
| Archery:         | Net (MBCI), Target Stands                   |
| Golf:            | Net (MBCI)                                  |
| Fitness:         | Only basics as per above,<br>weight machine |

Kelsey Recreation Commission Programs (student oriented):

The recreation director will be responsible for the safe return of all equipment that is requisitioned.