Red River Valley School Division

ADMINISTRATIVE PROCEDURE H3
COMMUNITY USE OF SCHOOLS

The Red River Valley School Division Board of Trustees recognizes that school facilities may be used by the community.

For all use of school facilities, a Red River Valley School Division employee must be available, if needed, to open and close the building. It is not necessary for an employee to remain on-site during the entire function. Any fee for use of the facility will be assessed by the school.

Should a fee for use be assessed, the following schedule is recommended:

Gymnasium	$40.00/hour or part thereof
Classroom	$20.00/hour or part thereof
2 Classrooms or more	$40.00/hour or part thereof

The individual making the request for the use of the school shall be held accountable for any damage to the school facilities. Facilities and equipment must be left in the same conditions as found.

The Principal will be responsible for approving all requests for community use of schools. "Community Use of Schools Procedure – Application for Use of School Facilities" form must be completed for all requests. Please see attached form.

In the event that the Principal is unavailable (i.e. Spring, Summer, Winter breaks), application must be made to the Maintenance Department at the Red River Valley School Division Administration Office.

Each application must include appropriate liability insurance coverage as purchased or verified through msba.instantriskcoverage.com.

Reimbursement for divisional services required by the event must be reflected in Atrieve and will be paid through division payroll.

All monies collected must be forwarded to the Administration Office.

A journal entry will be made at the division office in order that the funds received will be reflected in the school's budget as income.

COMMUNITY USE OF SCHOOLS PROCEDURE - APPLICATION FOR USE OF SCHOOL FACILITIES – PART 1

Introduction:

The purpose of this Outside User Procedure/Application is to manage and reduce the risk of injury to persons using school facilities or grounds. The Red River Valley School Division **("DIVISION")** acknowledges that school facilities are an integral part of the community. It is to the benefit of the individual / group wishing to use school property to take all reasonable steps to reduce the risk of such injury. **DIVISION** therefore requires that you (the outside user/applicant, herein called **APPLICANT**) demonstrate to the satisfaction of **DIVISION** that there will be sufficient controls in place to follow the conditions of the permit and to prevent foreseeable harm or property damage related to activities at the event. **DIVISION** has developed this Community Use of Schools Procedure in order to:

- Establish rules for the use and operation of school facilities by outside individuals and user groups.
- Promote safe, responsible use of these facilities.
- Reduce the risk of injuries/property damage and subsequent liability risk.

Various outside groups may have access to liability insurance from their parent organizations such as Sport Manitoba, Boy Scouts, Girl Guides etc. and should confirm for themselves whether such insurance exists for them. Local Recreation Commissions may have insurance that would cover the proposed activity. Outside liability policies must be verified at msba.instantriskcoverage.com. If not covered under a parent organization liability insurance, the applicant must purchase insurance through their personal broker, or directly through the school division at msba.instantriskcoverage.com.

APPLICANTS will not be permitted use of facilities unless they accept the **Conditions** printed herein. **APPLICANT**/permit holder hereby agrees to indemnify and save **DIVISION** harmless from all claims arising from the event/function.

Conditions:

1. The building/facility will be available for use only upon presentation of this permit to the **DIVISION** employee in charge.
2. The building/facility is to be used only on the date or dates, and hours, and for the purpose specified.
3. The members of any group or organization or spectators while in a school building must be under the immediate supervision and control of a competent and trustworthy adult. The name(s) of the supervising adults(s) must be entered on the application for permit.
4. Buildings/facilities shall not be used for private gain except if specifically approved under this permit.
5. Glass bottles or containers may not be brought into auditorium/gymnasium areas.
6. All aisles and exits must be kept clear.
7. Aisles must be maintained as shown on auditorium seating plans. Without written permission from the School Principal or Maintenance Supervisor, no structure or apparatus should be placed upon or be erected on school property (permission indicated on this permit).
8. School Equipment, such as gymnasium mats and apparatus, cannot be used without permission (indicated on this permit).
9. **THE USE OF ALCOHOL, DRUGS (INCLUDING CANNABIS), TOBACCO, AND VAPING PRODUCTS IS STRICTLY PROHIBITED IN ALL SCHOOL BUILDINGS AND ON ALL DIVISIONAL PROPERTY.**
10. **DIVISION** reserves the right to discontinue any permit on short notice.
11. Permits are not transferable.
12. **APPLICANT**/permit holder shall be responsible for any loss or damage to the building or equipment resulting from use by him or any other persons whomsoever covered by the permit. Notification by the Maintenance Supervisor/designate shall be evidence of such loss or damage and **APPLICANT**/permit holder shall pay the amount of such loss or damage upon demand being made on him by the Secretary-Treasurer of **DIVISION**.
13. The application of powder, wax or any other preparation to gymnasium or auditorium floors for dancing purposes is prohibited.
14. As soon as possible following each use, the School Principal shall

arrange to have the facilities used inspected for evidence of damage or improper use. **APPLICANT**/permit holder may accompany the inspector and sign the permit checklist form.

15. Appropriate footwear (athletic shoes with white soles) must be worn in gymnasiums for sports activities.
16. Permits are subject to all bylaws of the Municipality and regulations thereunder governing the use of public buildings in said Municipality.
17. Improper use of school property, for the use of which a permit has been granted, will result in immediate cancellation of the permit.
18. Permission to use specially equipped rooms such as Home Economics, Industrial Arts, Shops, etc. may only be granted after the School Principal has approved the appointment of the instructor(s) who will be in charge of such room(s).
19. Permission to use facilities in a school does not carry with it the right to use any moveable apparatus in the school. Special application must be made for the privilege. Specific use shall be shown on the permit.

All Participants must follow the current Public Health Orders for Community Use of Schools.

Please complete Application For Use of School Facilities - Part 2 on pages 4-5.

COMMUNITY USE OF SCHOOLS PROCEDURE - APPLICATION FOR USE OF SCHOOL FACILITIES – PART 2

PLEASE PRINT

School Division: Red River Valley School Division School: _____

Applicant:_____ Name of Contact Person:_____

Address: _____Postal Code: _____ Telephone: _____

Time of Use applied for: From: _____ ☐ AM ☐ PM Date:_____ To: _____ ☐ AM ☐ PM Date:_____

Particulars of Activity:_____

_____

Number of Participants Expected: _____ Approximate age of participants ("adults" or "children"): _____

Name of Supervisors: Telephone:

_____ _____

_____ _____

Requirements: (Facilities/equipment)

☐ Gymnasium ☐ Music room ☐ Classroom #_____ ☐ Shops ☐ Theatre ☐ Multi-purpose room ☐ Soccer/Baseball field

☐ Other: _____

☐ Type and Quantity of Equipment, if required:_____

Fees:

1.	Use of Facilities	$_____
2.	Use of Equipment	$_____
3.	Divisional Employee	$_____
4.	Security	$_____
5.	Other – described below	$_____
	TOTAL	$_____

All Participants must follow the current Public Health Orders for Community Use of Schools

This is to certify that (I) (My organization), while occupying said facilities, will provide and be responsible for adequate adult supervision and the security of school property and will abide by all rules and regulations as established by the school and/or **DIVISION**. I (we) agree to pay for any damages incurred to property and/or equipment and to pay rental fees as outlined. The permit holder (user group) will protect, indemnify and hold harmless the School Division

and its agents from all claims for damages that may arise out of the use of buildings or grounds by the permit holder. **A certificate of insurance naming the Division as additional insured must be provided prior to the date of the rental.**

Dated this _____day of _____ 20_____ Signed (Contact person): _____

Permit approved by (Principal/Maintenance Supervisor): _____

Date Issued (d/m/yr): _____/_____/_____