

ROLLING RIVER SCHOOL DIVISION POLICY

Community Use of School Facilities

KG/P

The Board of Trustees believes that public schools are owned and operated by and for its patrons and that the schools become an integral part of the intellectual and social development of the community. To this end the Board encourages the public use of school facilities.

Use of school facilities will be granted on priority basis as follows:

First Priority

Activities and events that are a logical extension of the School Division education program. This includes all extra-curricular activities involving students and under the supervision of a teacher(s). Included in this group will be Continuing Education programs.

Second Priority (Category I Applicants)

Activities and events that are sponsored by non-profit community groups or agencies that promote cultural or recreational pursuits. A fee may be levied for the use of the facility and/or for additional custodial time.

Third Priority (Category II Applicants)

Occasional, not extended use, activities and events that are partisan, religious, political or personal in nature. A fee for the use of the facility and additional custodial time will be levied in accordance with the prescribed fee structure. Use of school facilities for Category II Applicants will only be considered if other community facilities are not available.

School Division facilities may not be used by outside community groups or individuals for commercial activities unless approved by the Board.

Authorization for use of school facilities by outside groups or agencies will not be considered as an endorsement or approval of the group or organization, or the purpose they represent.

The Principal will authorize use of school facilities within the regulations of this policy.

Use of a school facility by outside groups or agencies will only be considered during times that the facility is free from Division curricular and extra curricular activities.

Index Regulation

Date Adopted: February 6, 1997

Date Revised: June 15, 2006

Date Revised: April 8, 2008

Date Revised: June 20, 2012

Date Revised: June 19, 2013

Date Revised: March 5, 2014

Date Reaffirmed: January 17, 2018

ROLLING RIVER SCHOOL DIVISION REGULATION

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All outside user groups or organizations will be referred to as APPLICANT

General Procedures and Regulations

1. The School Facility Use Permit form (*see attached*) must be completed and submitted to the School Principal at least one week in advance of the date for which the facility is required.
2. The Principal of each school will be responsible for maintaining a calendar for the use of school facilities by APPLICANTS and for distributing copies of approved permits to the school custodians and the Maintenance Supervisor. As well, a copy of the School Facility Use Permit together with all revenue received is to be submitted to the Secretary-Treasurer.
3. A School Administrator, custodian or other school employee must be present at all times when a facility is used by an APPLICANT. Programs under the auspices of the local Recreation Commissions may make alternate arrangements if approved by the Board of Trustees.
4. The School Administration, custodian or other school employee present will be responsible to deal with any emergency situations that may arise, according to the School/Facilities Emergency Procedures.
5. Fees charged to a Category / Applicant will be determined in consultation with the Superintendent / Secretary-Treasurer based on the profit or promotion of the APPLICANT using the facility.
6. The School Principal and the Maintenance Supervisor will decide whether the facilities are available during periods of school closure because of cleaning activities and staff availability.

Conditions for Use of the Facilities by Outside User Groups

All APPLICANTS shall be required to adhere to all the conditions and terms as outlined herein.

1. The School Administrator, custodian or other school employee will be responsible to open and close the facilities upon presentation of the School Facility Use Permit.
2. The building is to be used only on the date or dates, and hours, and for the purpose specified on the School Facility Use Permit. The times listed on the permit are the times that the participants can enter the facility and must vacate the building.
3. An APPLICANT will provide competent and trustworthy adult supervision, and the amount of adequate supervision will be agreed upon at the time the **School Use Permit** is issued.

The members of the APPLICANT group, organization or spectators while in the building will be under the immediate supervision and control of the aforementioned trustworthy adult(s) who will undertake personally to be responsible to the Principal

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to ensure the conditions for use of the facility and requirements of the School Division are followed. The name(s) of the supervising adult(s) must be recorded on the School Facility Use Permit form.

4. If a program requires the use of more than one room, the APPLICANT issued the permit must provide one adult supervisor for each room in use.
5. The following restrictions apply to the use of division owned facilities:
 - a. Alcoholic beverages and smoking are prohibited on school property.
 - b. Matches, candles or any naked light are prohibited under any circumstances in the building.
 - c. Glass bottles or containers are prohibited in gymnasiums or auditoriums.
 - d. Applying powder, wax, or any other preparation to gymnasium floors is prohibited.
 - e. Apparatus or structures are not allowed to be placed upon or erected on school property unless authorized by the Principal on the School Facility Use Permit form.
 - f. Use of school equipment such as gymnasium mats, apparatus, moveable equipment and computer equipment is not allowed unless authorized by the Principal on the School Facility Use Permit form.
 - g. School computer classrooms and equipment are not available for use by a Category II APPLICANT.
 - h. School Industrial Arts and Vocational shops and equipment are available for community use only by Continuing Education and Recreation Commission sponsored programs with qualified instructors.
6. Appropriate athletic footwear must be worn in the gymnasium or auditorium for sport activities.
7. All admittance charges or monetary collection by the APPLICANT must be clearly stated on the School Facility Use Permit form.
8. Permits are not transferable.
9. Permits are subject to all by-laws of the Province and/ or Municipal regulations governing the use of public buildings in the Municipality.
10. A permit issued for extended / continued use is not valid during any school holiday.
11. An APPLICANT granted extended / continued use of a facility, must give one week's notice in writing before the date of discontinuation. The School Division reserves the right to discontinue or cancel any permit on short notice.
12. Improper use of school property may result in immediate cancellation of the permit.
13. The APPLICANT that is issued a permit to use school facilities will be responsible for any loss or damage to the building or equipment resulting from use by him/her or any other persons, whomsoever covered by the permit. As soon as practical following use of a facility by an outside group, the Principal or Custodian will inspect the facilities used for evidence of damage or improper use. If there has been damage a written report of the damage will be provided by the inspector to the School Principal and the Maintenance Supervisor. The Maintenance Supervisor will determine the cost to repair the damage and will arrange for an

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invoice in that amount to be issued to the APPLICANT that was responsible for the damage.

14. The APPLICANT will protect, indemnify and save harmless the School Division, its servants or agents, of and from all claims for damages that may arise out of the use of the aforementioned buildings by the APPLICANT and will have or obtain liability insurance for the activity / event that it is sponsoring.

Fees

Single Room Use: Occasional Use

- \$50.00 basic per room per use plus any additional custodial time required over the normal custodian shift as per salary schedule at the regular or overtime rate.

Single Room Use: Extended Use

- \$200.00 basic per room per year plus any additional custodial time required over the normal custodian shift as per salary schedule at the regular or overtime rate.

Gymnasium/Theatre:

- \$300.00 basic per use plus any additional custodial time required over the normal custodian shift as per salary schedule at the regular or overtime rate.
- A pro-rated portion of the basic use fee, based on the actual time used as a percentage of 6 hours may be charged upon the approval of the Superintendent or designate (approximately \$50 per hour).

Rental and Insurance fees will be paid by the APPLICANT and collected by the School Principal upon the issuance of the School Facility Use Permit.

The School Principal will identify the additional hours to be charged for Custodial services on the School Facility Use Permit form and will forward the Rental and Insurance fees collected with the applicable completed School Facility Use Permit form to the Division Office "Attention: Secretary-Treasurer".

The Custodial and any other service fees will be determined and billed to the APPLICANT after the event by the Division Office, Accounts Department.

Index Policy

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ROLLING RIVER SCHOOL DIVISION - SCHOOL FACILITIES USE PERMIT - PART 1

Introduction:

The purpose of this Outside User Policy/Application is to manage and reduce the risk of injury to persons using school facilities or grounds. The 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 Outside User Policy 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.

Even small groups holding low-risk functions such as meetings and conferences may be vulnerable to lawsuits for injuries that arise out of their activities. User groups and their organizers are not covered under the school board's liability insurance, and must therefore obtain liability insurance for their activities, or confirm with their insurance broker that they are covered under their homeowners' insurance policy.

Individuals or groups running organized or higher risk activities such as using the gym for sports, using the shops for projects, using athletic field(s) for sports or sponsoring an event/function where tickets are sold, or where attendance exceeds 150 persons, face greater risk and must therefore ensure they have liability insurance coverage to protect themselves from lawsuits for injuries (a minimum of \$2,000,000 coverage is recommended).

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. **An alternate source of liability insurance is available through the DIVISION.**

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:

All applicants shall be required to adhere to all the conditions and terms as outlined herein.

1. The School Administrator, custodian or other school employee will be responsible to open and close the facilities upon presentation of the School Facility Use Permit.
2. The building is to be used only on the date or dates, and hours, and for the purpose specified on the School Facility Use Permit. The times listed on the permit are the times that the participants can enter the facility and must vacate the building.
3. An **APPLICANT** will provide competent and trustworthy adult supervision, and the amount of adequate supervision will be agreed upon at the time the **School Use Permit** is issued. The members of the **APPLICANT** group, organization or spectators while in the building will be under the immediate supervision and control of the aforementioned trustworthy adult(s) who will undertake personally to be responsible to the custodian to ensure the conditions for use of the facility and requirements of the School Division are followed. The name(s) of the supervising adult(s) must be recorded on the School Facility Use Permit form.
 1. If a program requires the use of more than one room, the **APPLICANT** issued the permit must provide one adult supervisor for each room in use.
 2. The following restrictions apply to the use of division owned facilities:
 - a. Alcoholic beverages and smoking are prohibited on school property.
 - b. Matches, candles or any naked light are prohibited under any circumstances in the building.
 - c. Glass bottles or containers are prohibited in gymnasiums or auditoriums.
 - d. Applying powder, wax, or any other preparation to gymnasium floors is prohibited.
 - e. Apparatus or structures are not allowed to be placed upon or erected on school property unless authorized by the Principal on the School Facility Use Permit form.
 - f. Use of school equipment such as gymnasium mats and apparatus, moveable equipment and apparatus and computer equipment is not allowed unless authorized by the Principal on the School Facility Use Permit form.
 - g. School computer classrooms and equipment are not available for use by Category II applicant.
 - h. School Industrial Arts, Vocational Shops and equipment are not available for community use only by Continuing Education and Recreation Commission sponsored programs with qualified instructors.
 3. Appropriate athletic footwear must be worn in the gymnasium or auditorium for sport activities.
 4. All admittance charges or monetary collection by the **APPLICANT** must be clearly stated on the School Facility Use Permit form.
 5. Permits are not transferable.
 6. Permits are subject to all by-laws of the Province and/or Municipal regulations governing the use of public buildings in the Municipality.
 7. A permit issued for extended / continued use is not valid during any school holiday.
 8. An **APPLICANT** granted extended / continued use of a facility, must give one week's notice in writing before the date of discontinuation. School Division reserves the right to discontinue or cancel any permit on short notice.
 9. Improper use of school property, for the use of which a permit has been granted, may result in immediate cancellation of the permit.
 10. The **APPLICANT** that is issued a permit to use school facilities will be responsible for any loss or damage to the building or equipment resulting from use by him/her or any other persons, whomsoever covered by the permit. As soon as practical following use of a facility by an outside group, the Principal or Custodian will inspect the facilities used for evidence of damage or improper use. If there has been damage a written report of the damage will be provided by the inspector to the School Principal and the Maintenance Supervisor. The Maintenance Supervisor will determine the cost to repair the damage and will arrange for an invoice in that amount to be issued to the **APPLICANT** that was responsible for the damage.
 11. The **APPLICANT** will protect, indemnify and save harmless the School Division, its servants or agents, of and from all claims for damages that may arise out of the use of the aforementioned buildings by the applicant and will have or obtain liability insurance for the activity / event that it is sponsoring.

Please complete School Facilities Use Permit - Part 2 on Reverse page



ROLLING RIVER SCHOOL DIVISION - SCHOOL FACILITIES USE PERMIT - PART 2

PLEASE PRINT

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 _____ Children _____

Name of Designated Supervisors: _____ Telephone: _____

Requirements: (Facilities/Equipment)

☐ Gymnasium ☐ Music room ☐ Classroom # _____ ☐ Theatre ☐ Multi-purpose room ☐ Athletic ☐ Shops

☐ Other: _____

☐ Type and Quantity of Equipment, if required: _____

Category I: Activities and events that are sponsored by non-profit community groups or agencies that promotes cultural or recreational pursuits. A fee may be levied for the use of the facility and/or additional custodial time.	Single Use		Extended Use	
Category II: Activities and events that are partisan, religious, political or personal in nature. A fee for the use of the facility and additional custodial time will be levied.	Single Use			

Fee Schedule:

Single Room Use: Occasional Use:

➤ \$50.00 basic per room per use plus any additional custodial time required over the normal custodian shift as per salary schedule at the regular or overtime rate.

Single Room Use: Extended Use:

➤ \$200.00 basic per room per year plus any additional custodial time required over the normal custodian shift as per salary schedule at the regular or overtime rate.

Gymnasium/Theatre:

➤ \$300.00 basic per use plus any additional custodial time required over the normal custodian shift as per salary schedule at the regular or overtime rate. A pro-rated portion of the basic use fee based on time actual time used as a percentage of 6 hours may be charged (Approx. \$50 per hour).

FEES PAYABLE:

Rental

1. Use of Facilities (Gymnasium/Theatre, # _____ Classroom) \$ _____

2. Use of Equipment \$ _____

Staffing

3. Custodian # hours - regular time _____ \$ _____

hours - O/T _____ \$ _____

Insurance (7% Retail Sales tax must be included)

4. Liability Insurance Prem. (from chart at the right) \$ _____

7% RST \$ _____

Total Liability Insurance \$ _____

Other

5. Other - described below \$ _____

\$ _____

\$ _____

TOTAL \$

SPORTS	Number of Participants	Liability Insurance & Premium		
		One Day	Two Days	Seasonal
Badminton, Dance Lessons, Horseshoes, Tennis	1 - 25	\$25	\$50	\$75
	26 - 100	\$50	\$100	\$150
	101 - 250	\$75	\$150	\$225
	Over 250	Refer	Refer	Refer
Baseball, Basketball, Field Hockey, Floor Hockey, Handball, Racquetball, Soccer, Squash, Softball, Volleyball, Non-Contact Touch/Flag Football, Track & Field	1 - 25	\$50	\$75	\$150
	26 - 100	\$100	\$150	\$300
	101 - 250	\$150	\$225	\$450
	Over 250	Refer	Refer	Refer
Recreational Non-Contact Ball Hockey	Pick-up Max 30 Players League	\$50	\$75	\$100
		Refer	Refer	Refer
MEETINGS & OTHER EVENTS	Number of Participants	Premium		
		Day	2 - 3 Days	Over 3 Days or Seasonal
No Alcohol: Example: Arts & Crafts, Bridge, Sewing Groups, Church meetings, Rummage Sales, Prenatal Classes, Seniors Group Meetings, Family Reunions, Teas, Homecomings, Anniversary Parties	1 - 25	\$25	\$50	\$75
	26 - 100	\$50	\$100	\$150
	101 - 250	\$100	\$200	\$300
	251 - 500	\$150	\$300	\$500
	Over 500	Refer	Refer	Refer

Make cheques payable: Rolling River School Division OR e-Transfer to lgood@rrsd.mb.ca

If Insurance is applied for above, submit this form to HUB International Manitoba, MSBAinsurance@hubinternational.com. Your School Division office will be invoiced the premium.

Other terms or conditions: _____

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. If liability insurance premium is not indicated above, the permit holder (user group), agrees to obtain his/their own liability insurance for this event.

Dated this _____ day of _____ 20____ Signed (Contact person): _____

Permit approved by Principal (Facility/Property Designate): Name: _____ Signature: _____ Date Issued: ____/____/____
(Print) D M YR

Principal (Facility/Property Designate) contact: E-Mail: _____ Phone: _____

- Note:**
1. Rental and Insurance fees are payable to the Rolling River School Division and are forwarded to the Division Office upon completion of the School Facilities Use Permit.
 2. Custodial fees and/or other service fees will be determined and billed after the event from the Division Office. Custodial charges will be paid from the Division Office.
 3. Please provide 24 hour notice of cancellation of the facility booking by contacting the Principal (Facility/Property Designate) listed above.

Copies for: ☐ Principal ☐ Custodian ☐ Division Office ☐ User

September 2023