



# COMMUNITY USE OF SCHOOL FACILITIES

## Background

As outlined in *Board Policy 1: Board Mandate, Mission, Vision, Values and Goals*, Holy Spirit Catholic School Division is a collaborative community. The school is an integral part of the community and may be used by parents and community organizations when it is not required for school use. It is important that the use of school facilities by the community be in accordance with the conditions and requirements determined by the division and the terms of the Joint Use Agreements.

A rental fee will be charged to an outside organization with whom there is no reciprocal agreement for free time use of facilities.

All community use of school facilities within the City of Lethbridge falls within the Joint Use Agreement with the City of Lethbridge. As such, the *Joint Use Handbook* is the reference point for all schools in the City of Lethbridge.

## Procedures

1. The priority usage for school facilities shall be those activities sponsored by:
  - 1.1 The school pertaining to student activities before, during and after school hours.
  - 1.2 The parish or school council for the benefit of the students, parents and residents of the division.
  - 1.3 Employee associations of the division (i.e., teacher meetings, etc.).
  - 1.4 Church or community organizations for the benefit of children.
  - 1.5 Non-profit community groups.
2. The Principal shall:
  - 2.1 Receive all applications for the use of schools.
  - 2.2 Handle all requests that are contained in these procedures.
  - 2.3 Refer any requests not identified in these procedures to the Secretary-Treasurer.
  - 2.4 Be in charge of the bookings.
  - 2.5 Use discretion on a request for facilities during the Christmas, spring, and summer breaks.
  - 2.6 Ensure that the agreement for the use of facilities is being adhered to.
  - 2.7 Ensure that a caretaker is present during all scheduled community activities

- inside of the school building. Scheduling assistance of caretakers will be provided by the Maintenance department.
- 2.8 Send billing information to the Business Services department.
  - 2.9 Remit any rental funds received at the school to the Business Services department.
3. Any individual or group wishing to use school facilities shall:
- 3.1 Provide the names of persons in charge of supervision.
  - 3.2 Ensure that the supervisor will admit only authorized persons.
  - 3.3 Ensure that the supervisor makes certain that all persons have left the building when the activity is ended.
  - 3.4 Ensure that the area used is cleaned or tidied for school use.
  - 3.5 Ensure that any school equipment that may have been used, shall be properly stored.
  - 3.6 Submit requests for long-term bookings in writing by September 15 to be considered for the current academic year.
  - 3.7 Be given consideration if facilities are available for a long-term booking submitted after September 15.
4. The caretaker is responsible for the following:
- 4.1 Report all maintenance problem to the Director of Facilities.
  - 4.2 Upon opening the school for the user group:
    - 4.2.1 Ensure the entrance doors are open at least ten minutes before the selected opening time and inspect for building security, vandalism, and proper temperature.
    - 4.2.2 Ensure that fire-fighting access to the building is not prevented by vehicles.
    - 4.2.3 Ensure that waste paper baskets and trash bins are empty and that no combustible materials are left lying around in boxes or other containers.
    - 4.2.4 Ensure that only equipment and space requested and approved for usage is used.
    - 4.2.5 Restrict public access to designated areas in an attempt to minimize possible damage and theft.
  - 4.3 Upon closing the school after the user group leaves:
    - 4.3.1 Check bathrooms and shower rooms for damage, evidence of smoking, taps and showers turned off and toilets flushed.
    - 4.3.2 Check waste paper baskets and trash bins for combustible material.
    - 4.3.3 Turn off lights, close all windows, and check interior and exterior doors for security.

- 4.4 At the end of every booking, and if applicable, the caretaker will document and submit to the Director of Facilities a report of:
  - 4.4.1 Accidents;
  - 4.4.2 Maintenance issues and / or damage to facility (in excess of regular wear and tear);
  - 4.4.3 Instances of unsatisfactory supervision by the user group; and
  - 4.4.4 User group concerns.
- 4.5 Complaints regarding the user group shall be brought to the attention of the supervisor of the user group by the Director of Facilities, who will either directly contact the supervisor or the City of Lethbridge Joint Use Booking.
- 5. The use of schools for polling places is permitted, provided classes are not dismissed to accommodate the poll. The caretaker will remain on duty to supervise and secure the building after the poll is closed.
- 6. Social functions where alcoholic beverages are served may be permitted, provided necessary permits are obtained and approved by the Superintendent.
- 7. The community group must provide proof of insurance.
- 8. Unless special arrangements are made through the Principal, the use of school facilities by community groups will be limited to the school year.
- 9. Restrictions
  - 9.5 School facilities and grounds may be booked by community groups for a wide variety of purposes. However, the following activities are not permitted:
    - 9.5.1 Public dances or weddings;
    - 9.5.2 Private social events (including birthday parties);
    - 9.5.3 Games of chance, lotteries, gambling;
    - 9.5.4 Events open to the general public (craft fairs); and
    - 9.5.5 Indoor soccer, floor hockey, pickleball.