



<b>Division</b> Finance and Administration	<b>Policy Series</b> 600	<b>Policy #</b> 600.1
<b>Subject</b> Facilities and Maintenance	<b>Replaces</b>	
<b>Responsible Authority</b> <ul style="list-style-type: none"> <li>• DIRECTOR OF EDUCATION</li> <li>• ASSISTANT DIRECTOR OF EDUCATION (FINANCE AND ADMINISTRATION)</li> </ul>	<b>Date Approved</b> <b>February 1, 2010</b>	
	<b>Effective Date</b> <i>March 1, 2010</i>	
<b>Date Reviewed</b> <i>March 1, 2012</i>	<b>Date Revised</b> <i>April 27, 2012</i>	

**600.1(1) Policy Name**

**Community Use of Nova Central School District Facilities**

**600.1(2) Policy Statement**

600.1(2.1) Nova Central School District shall provide reasonable access to district facilities for use by members of the community at large, when the facilities are not required for district educational and other activities. Facilities shall be made available on the condition that activities do not interfere with normal school, district or regional office operations.

600.1(2.2) All groups accessing facilities shall be required to complete a *User Agreement* and to comply with the conditions set out in the agreement.

600.1(2.3) School administrators shall be responsible for approving the use of school facilities, and the Assistant Director of Education (Finance and Administration) shall be responsible for approving the use of district or regional office facilities, by members of the community at large.

600.1(2.4) Priority for use of district facilities shall be given as follows:

2.4.1 Not-for-profit groups serving children and youth;

2.4.2 All other duly constituted public organizations such as town councils, church groups, sporting groups, public education institutions, etc.;

600.1(2.5) Agencies/groups located in and operating out of school facilities on an ongoing basis shall be required to complete a *Memorandum of Understanding* as approved by the Assistant Director of Education (Finance and Administration).

#### 600.1(3) Policy Rationale/Purpose

Nova Central School District supports life-long learning and community access to district facilities, and recognizes the importance of school facilities to the community at large, particularly in rural areas. The district has a key role in ensuring public access to public resources such as schools, and strives to ensure that school space is affordable and available for community-based programming. However, the district must balance community access with educational requirements and the maintenance of its facilities. This policy and related procedures sets out the conditions under which facilities are made available to community members.

#### 600.1(4) References

N/a

#### 600.1(5) Scope

This policy applies to all users of Nova Central School District facilities.

#### 600.1(6) Roles and Responsibilities

600.1(6.1) Responsible Division: **Finance and Administration**  
**(Facilities and Maintenance)**

6.1.1 The **Assistant Director of Education (Finance and Administration)** shall be responsible for the implementation, monitoring and revision of this policy.

6.1.2 The **Assistant Director of Education (Finance and Administration)** shall be responsible for:

- a) Approving community use of facilities at the district and regional offices.
- b) Approving all Memorandums of Understanding negotiated with community groups operating out of district facilities on an ongoing basis.

6.1.3 The **Manager of Facilities and Maintenance** or his/her designate shall be responsible for approving repairs for damages incurred by user groups.

6.1.4 **School administrators** are responsible for:

- a) Approving community use of school facilities;
- b) Ensuring that a *User Agreement* is in place with all community users of school facilities;
- c) Ensuring that use of school facilities is in line with the procedures as outlined.

#### 600.1(7) Procedures\*

600.1(7.1)	<b>Approval Process</b>
600.1(7.2)	<b>Hours of Use</b>
600.1(7.3)	<b>Insurance and Liability</b>
600.1(7.4)	<b>Damage to Property</b>
600.1(7.5)	<b>Access to Facilities and</b>
600.1(7.6)	<b>User Fees</b>
600.1(7.7)	<b>Supervision of Activities</b>
600.1(7.8)	<b>Access to District and School Equipment</b>
600.1(7.9)	<b>Storage of Supplies</b>
600.1(7.10)	<b>Fire and Life Safety Regulations</b>
600.1(7.11)	<b>Prohibited Activities</b>
600.1(7.12)	<b>Cancellations</b>

#### 600.1(8) Definitions

N/a

#### 600.1(9) Review

This policy shall be reviewed every two years.

#### 600.1(10) School Policy

Schools may develop their own policy and procedures guiding community access to school facilities, in line with the district policy and procedures.