

**600.1(7)****Procedures****Policy 600.1:****Community Use of District Facilities****600.1(7.1)****Approval Process**

7.1.1 All individuals or groups from the community at large who wish to use school, regional or district office facilities are required to contact:

- a) The appropriate school administrator, with respect to school facilities; or,
- b) The Assistant Director of Education (Finance and Administration), with respect to facilities at the district or regional office buildings.

7.1.2 School administrators shall:

- a) Negotiate a *User Agreement* with the requesting party, where appropriate; and,
- b) Approve any use of their respective **school facilities** by members of the community at large.

7.1.3 The Assistant Director of Education (Finance and Administration) shall:

- a) Negotiate a User Agreement with the requesting party, where appropriate; and,
- b) Shall approve any use of **district or regional office facilities** by members of the community at large.

7.1.4 Nova Central School District reserves the right to deny permission to community members for the use of district facilities, and to cancel a User Agreement at any time.

7.1.5 All User Agreements become null and void as of June 30 of each school year, except as approved for extension for the summer by the School Administrator or Assistant Director of Education (Finance and Administration).

- 7.1.6 Schools are closed during the summer months and school administrators may be unavailable. Therefore, the use of school space during the summer months should be arranged where possible prior to school closing in June. Approval on short notice for the use of school space during the summer months may not be possible.
- 7.1.7 User Agreements may be obtained from the school office, the Gander district office, the Grand Falls-Windsor regional office, or by accessing FORMS on the Nova Central School District public website (www.novacentral.ca).
- 7.1.8 Each community group wishing to use district facilities shall be required to designate a **person in charge**.
- a) The User Agreement shall be signed by representatives of both parties. The original shall be retained by the district and a copy provided to the person in charge.
 - b) Key(s) to district facilities shall only be provided to community groups when they require regular access to facilities outside of hours covered by district staff (e.g. custodial person), and as determined necessary by the school administrator. In these cases, keys shall be provided to the person in charge and they are the responsibility of that individual.
- 7.1.9 From time to time, Nova Central School District may approve an arrangement whereby a community agency (e.g. Family Resource Centre; Public Library) is located in a district facility and operates from there on an ongoing basis as a tenant-partner agency.
- a) A Nova Central School District *Memorandum of Understanding* (MOU) shall be completed and approved by the Assistant Director of Education (Finance and Administration) and the person in charge of the community

agency, prior to the agency commencing operations in a district facility.

- b) The MOU shall be signed by both parties. The original shall be retained by the district in central files and a copy provided to the community agency.

600.1(7.2) Hours of Use

Hours of use shall be negotiated as appropriate between Nova Central School District/schools and individuals or groups from the community at large. User groups must ensure that hours of use are adhered to as outlined in the User Agreement or MOU.

600.1(7.3) Insurance and Liability

7.3.1 The provincial government provides a *General Liability Insurance Policy* for all schools which protects both school boards and user groups against legal liability arising out of the use of district facilities. The provincial government's policy only covers the school facility and parameters within the control of Nova Central School District. Injury to participants is excluded. For example, injury sustained as a result of participation in a sporting activity is not covered.

7.3.2 User groups should be encouraged to investigate liability and/or personal accident insurance. User groups may wish to purchase such insurance at their own discretion.

7.3.3 Nova Central School District shall not be liable for any injury received by any participant or spectator, or for any loss of, or damage to, property, clothing or personal effects of any person or group using district facilities.

600.1(7.4) Damage to Property

7.4.1 User groups shall be held responsible for:

- a) Limiting activities to the area(s) of the building and property as stated in the User Agreement;

- b) Ensuring that the facility is returned to a satisfactory condition and ready for business; and,
- c) Damages incurred as a result of their use of district facilities.

7.4.2 Repairs resulting from damages incurred shall be approved by the district's **Manager of Facilities and Maintenance** or his/her designate.

7.4.3 Fees for damages shall be charged to user groups and must be paid in full prior to the group being permitted to use the district facilities in the future.

600.1(7.5) Access to Facilities

7.5.1 District and school-sponsored activities take priority over the use of facilities by community groups. The following community user groups shall be considered as priority groups for access to district and school facilities, when not in use for NCSD purposes:

- a) Not-for-profit groups which provide programs for children and/or youth (e.g. Cubs, Scouts, Girl Guides, Brownies and Cadets).
- b) Duly constituted public organizations whose mandate is the cultural, social or educational improvement of the community and includes such recognized community groups as town councils and local church groups.

7.5.2 Private or commercial entities:

Individuals or groups who wish to use district facilities for personal or commercial gain should only be approved where there is no suitable facility available in the community and where there is no known competition with other private enterprises.

600.1(7.6) User Fees.

7.6.1 All User Fees must be paid to the school or district, and a receipt provided to the organization or individual.

- 7.6.2 100% of rental fees for school facilities shall be allocated to the school.
- 7.6.3 District and school staff support for activities should be negotiated in the User Agreement or MOU, where there are costs to be incurred by the district.
 - a) All fees collected to cover janitorial, maintenance or other such costs at schools are to be submitted to the district office.
 - b) Any additional hours accumulated by school staff as a result of facility use by community groups must be paid through district payroll.
- 7.6.4 Non-profit groups providing programs and activities for children and youth shall normally not be charged a rental fee for the use of school space.
- 7.6.5 Private/commercial users should be charged a rental fee.
- 7.6.6 Other public/not-for-profit community users may be charged a rental fee at the discretion of the school administrator.
- 7.6.7 Guidelines for fees may be considered as follows:

SPACE	PER HOUR	PER DAY
Classrooms; other rooms	\$20	\$20 first hour; \$10 for each additional hour
Gymnasium	\$40	\$250
Gymnasium + Kitchen	\$50	\$350

600.1(7.7) Supervision of Activities

All activities must be supervised by an appropriate number of adults 19 years of age or older, as approved by the school administrator or Assistant Director of Education (Finance and Administration).

600.1(7.8) Access to District and School Equipment

- 7.8.1 Consumable materials such as paper, art supplies, tape, etc. should not be made available to user groups.
- 7.8.2 Access to equipment such as TVs, VCRs, computers, projectors, sports equipment, etc. should be negotiated in the User Agreement or

MOU. The district reserves the right to deny access to district equipment for community groups.

600.1(7.9)

Storage of Supplies

Equipment or supplies owned by community groups shall only be stored in district facilities or on district property with the permission of the school administrator or Assistant Director of Education (Finance and Administration). No temporary or permanent fixtures shall be erected in district facilities or on district property without the permission of the school administrator or Assistant Director of Education (Finance and Administration).

600.1(7.10)

Fire and Life Safety Regulations

User groups shall be required to comply with all fire and life safety regulations, and are responsible for becoming familiar with the emergency evacuation plan for the facility.

600.1(7.11)

Prohibited Activities

- 7.11.1 The use of tobacco and alcohol in district buildings or on district property is not permitted at any time.
- 7.11.2 Weapons of any kind are prohibited.
- 7.11.3 No open flames or smoke emitting substances are to be burned in or around school facilities.
- 7.11.4 Only non-marking rubber-soled shoes are to be worn in school gymnasiums.
- 7.11.5 Violation of these rules may result in the cancellation of a user agreement.

600.1(7.12)

Cancellations

- 7.12.1 Nova Central School District reserves the right to cancel community use of district facilities. In such circumstances the school administrator or Assistant Director

of Education (Finance and Administration) shall:

a) Provide a minimum of 48 hours notice to the community members, except in exceptional or emergency circumstances;

b) Refund any appropriate fees; and,

c) Where possible, attempt to make alternate arrangements with community users.

7.12.2 Nova Central School District requires a minimum of 48 hours notice from members of the community at large for cancellation of the use of district facilities, except in exceptional or emergency circumstances.

7.12.3 Any expenses resulting for the district as a result of a community group not using district facilities and not providing notice of cancellation must be paid by the community group.

7.12.4 When school or district activities and operations are cancelled due to inclement weather, use of district facilities by members of the community at large shall be cancelled at the discretion of the school administrator or Assistant Director of Education (Finance and Administration).