

KF - COMMUNITY USE OF SCHOOLS

Policy Statement:

The Eastern School Board will make district facilities available for other educational, social, cultural, recreational and appropriate commercial activities for the general community when not required for district educational purposes.

School facilities will be made available with priority to non-profit community activities for youth.

Rationale:

The Eastern School District recognizes the benefit to the school and community of making its facilities available for community and private use.

Scope:

This policy will apply to all facilities in the Eastern School District subject to any provisions contained in existing legal agreements with other institutions, organizations or corporations.

Procedures:

1. The C.E.O./Director of Education will establish Administrative Regulations that govern the application of this policy.
2. These Administrative Regulations will be reviewed by the CEO / Director of Education in collaboration with the District administrative staff.
3. Government's General Liability Insurance policy will cover school sponsored events where the participants are students in the K-12 school system, as well as smaller pre-approved commercial events. This coverage allows for community groups to rent the school facilities without having to provide proof of liability insurance. However, an additional insurance policy is still required when the school premises are used for commercial purposes, or where approval has been requested to serve alcohol. The latter two uses must be pre-approved **through application to District Office** and proof of general liability insurance must be provided with **Eastern School District** included as an additional named insured prior to rental.
4. Users shall comply with all applicable health and safety regulations, local ordinances, fire and building code regulations.
5. The user shall provide suitable adult (18 years and older) supervision of the activities during the time of use.
6. The use of tobacco and/or alcoholic beverages is not permitted in the building or on the property.

The use of alcohol may be approved under special conditions by the Director of Education.

7. Organizations or groups who, as a result of misuse, cause the school or Eastern School District to incur extra expenses, shall be billed accordingly.
8. Any damages to school property by the user group must be repaired immediately to the satisfaction of the School Administrator and Manager of Facilities. Failure to carry out the repairs will result in cancellation of future use.
9. The Eastern School District will 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 school facilities after regular school hours.
10. To avoid competition with the private sector, school use agreements authorizing the use of school facilities for private use or for personal or commercial gain will only be considered if there is no suitable facility available in the community; or the person or organization is charged a rental fee comparable to the commercial rate for a similar facility.
11. If a School Administrator believes that fees for a particular community user group should be reduced or waived, or if it can be demonstrated that a donation in lieu of fees would be more reasonable in the particular circumstances, application to this effect may be made to the Director of Education.
12. The following categories and rental rates shall apply: -

CATEGORIES/CLASSIFICATIONS FOR RENTAL RATES

Rates for long term use, for commercial use, or other significant usage of a building must be determined by District Office.

All janitorial and maintenance costs are in addition to all rental rates.

Category 1

- Groups organized by the community to sponsor programs for schools and children, e.g. Beavers, Cubs, Scouts, Guides, Sports Groups, Cadets.

When these groups use schools for meetings, no rental charges will be levied.

Category 2

- Duly constituted public organizations whose object for being is the cultural and/or educational improvement of the community.
- Recognized community groups for non-commercial activities, e.g. Town Councils, Red Cross, etc.
- Local Church Groups

- Newfoundland & Labrador Teachers' Association
- Organizations whose purpose is of a charitable or service nature.

There will be no rental fees for small, occasional meetings for groups under Category 2 provided that the school is not used for the purpose of fundraising. Janitorial costs may be charged.

When events involve fundraising activities by these groups, the following fee schedule will apply:

- Gymnasium only: \$40.00 per hour
- Gymnasium & Kitchen \$50.00 per hour
- Classrooms \$20.00 per hour

Category 3

- Weddings and other functions of a similar nature
- Gymnasium only \$250.00
- Gymnasium & Kitchen \$350.00

Category 4

- Conferences and Banquets

Classrooms	\$20.00 for the first hour	\$10.00 for each additional hour (for meetings only)
Gymnasium & Kitchen	\$350.00 per session (up to three hours)	\$25.00 for each additional hour.
Gymnasium Only	\$250.00	\$25.00 for each additional hour

Category 5

Political groups during election campaigns:

For Provincial or Federal Political Rallies	\$400.00 per night (three hours)
Meetings other than Political Rallies	\$100.00 per night (three hours)

Category 6

Other community groups (e.g. Weight Watchers, adult sports groups) for use of gym

- \$30.00 per hour

Category 7

Professional Entertainers (Rising Tide Theatre, Professional Musicians, etc)

- Minimum \$300.00 per performance or a percentage of the gate.

Category 8

Other Educational Institutions (e.g. College of North Atlantic; Key-in Tech)

- \$20.00 per hour per classroom to a maximum of \$50.00 per night per classroom.
- \$30.00 per hour per specialist room to a maximum of \$60.00 per night per specialist room.

Category 9

Ongoing minor sports /activities where the group renting the facility is affiliated with a registered sports organization providing sports activities to school age children. (i.e. Minor soccer, hockey, etc.)

. \$30.00 for first hour.

. \$15.00 for each additional hour (\$7.50 for additional one half hour)

Maximum billings for one week (7 days) to category 9 groups is \$200 for regular activities. (Does not include tournaments etc. where gym used all weekend)

Category 10

Where due to limited participants and in the judgment of the school administrator there is a benefit to students and the community at large, normal rates may be reduced to the following:

\$15.00 for the first hour

\$10.00 for the second hour

\$5.00 for the third hour